



Roanoke Valley-Alleghany

REGIONAL commission

rvarc.org

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

January 10, 2022

MEMORANDUM

TO: Executive Committee Members, RVARC

FROM: Jeremy Holmes, Executive Director

SUBJ: Executive Committee Meeting Scheduled for January 20, 2022 at 11:30 a.m.

I would like to call a meeting of the Regional Commission's Executive Committee on Thursday, January 20, 2022 at 11:30 a.m. The meeting will be in person and held at the RVARC office, in the RVARC board room. Lunch will be served. The following items will be discussed by the Executive Committee:

AGENDA

1. Consent Agenda:
 - a. Minutes of the November 18, 2021 meeting, pp. 2 – 5
2. Audit Request for Proposal, pp. 6 – 17
3. FY2023 Work Program
4. Other Business

Please let Virginia Mullen (vmullen@rvarc.org) know if you will be able to attend. I hope you can attend the meeting.



MINUTES

The November Executive Committee Meeting of the Roanoke Valley-Alleghany Regional Commission was held on Thursday, November 18, 2021 at 11:45 a.m. at the Roanoke Valley-Alleghany Regional Commission office located at 313 Luck Ave., SW, Roanoke, VA.

1. CALL TO ORDER AND WELCOME

Chairman Phil North called the meeting to order at 11:45 a.m. and welcomed those in attendance.

Roanoke Valley-Alleghany Regional Commission Executive Committee Members: Present: Phil North, Roanoke County; Dean Martin, Roanoke County; Pam Marshall, Town of Clifton Forge and Billy Martin, Botetourt County.

OTHERS/GUESTS IN ATTENDANCE

Roanoke Valley-Alleghany Regional Commission Staff: Jeremy Holmes and Sherry Dean.

2. APPROVAL OF CONSENT AGENDA

Mr. Billy Martin motioned, Mayor Marshall seconded and the consent agenda was approved by voice vote.

3. EXECUTIVE DIRECTOR REPORT

A. Collective Response Funding and Positions:

Jeremy Holmes reported the City of Roanoke received American Rescue Plan Act (ARPA) funds and allocated \$390,600 to the Roanoke Valley Collective Response (RVCR) to support two positions (a director and one administrative staff person) to



Roanoke Valley-Alleghany

REGIONAL
commission

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

coordinate mental health and substance addiction treatment recovery services. The City of Roanoke asked the Commission to house two positions to support the Roanoke Valley Collective Response. The positions hired will most likely search for additional funding to continue operations past the initial ARPA funds allocated. It is expected the Perdue Pharma case money could provide funding but initially the effort is fully funded with the ARPA funding. This will not cost the Commission and the RVCR staff hired will report to Jeremy Holmes and be Commission employees. The Commission has an oversight agreement with the RVCR Steering Committee on managing the program staff. In the future, the RVCR may become an independent organization and seek 501c (3) status. The RVCR will be located on the ground floor of the Commission.

Mr. North noted the Collective Response copies handed out at the meeting were not in the Executive Committee agenda packet that was distributed with the meeting agenda. All meeting material should be included in the meeting packet distributed before the meetings.

B. FY2022 Revised Budget:

Jeremy Holmes reported the FY2022 Revised Budget was most significantly affected by the Collective Response revenue received and Matt Miller leaving along with Jeremy's old position with Ride Solutions not being filled until the beginning of October. Both employment changes reflect salary cost savings. Additionally, new planner William Long will be leaving for a position at Valley Metro.

Motion was made by Mr. Dean Martin to recommend the FY2022 Revised Budget to the Commission board at the December 16, 2021 Commission meeting. The motion was seconded by Pam Marshall. The motion was adopted by a unanimous voice vote of 4-0.

C. Work Program Process:

Jeremy Holmes reported each year, in December, the Commission establishes a work program committee to assist with developing work projects for the next fiscal year. As he completed listening tours this past summer, Mr. Holmes noted a small amount of frustration, within the area, with the work program process. The Commission work plan has a combination of required grant projects and local projects solicited from the localities. Local dues and some discretionary funding, from grant sources, pay for the cost of the local projects. Localities provided feedback as follows on the Commission work plan process:



1. It is hard to know in January of a project that may be 18 months away.
2. A desire for white papers to provide information on various topics.
3. A desire to align projects with regional goals.
4. There was not a clear sense of what capacity the RVARC had to take on certain projects.
5. Projects in the work plan would drop off at a later date when it was decided they were no longer needed.

Mr. Holmes would like to spend this year investigating what the work program process could be such as a rolling assistance process throughout the year or some way to change the process to be more helpful to the localities.

Mr. North reported it would be good for localities to have an outline of what and how to submit a request and then requests could be turned in throughout the year, as well as the RVARC provide a tutorial on how to submit a project because new Commissioners may not understand the process. Mr. Holmes noted he understands the need up front to explain better how the process works and a lot is happening at the same time projects are being accepted such as waiting to hear from VDOT the actual grant amounts.

Ms. Marshall noted she liked the tutorial idea on what to submit. Mr. Holmes noted we could show how better prepared the Commission could be when funding opportunities come along because we don't have built in space because there are so many required projects.

Mr. North summarized a work program committee would be established and they could decide the January and June projects and work with the work localities to develop the plans. All agreed on the process.

4. OTHER BUSINESS

Mr. North welcomed Ms. Marshall to the board and Ms. Marshall reported she was excited to learn. Mr. North noted he has always enjoyed working with Mr. Dean Martin and Mr. Billy Martin and looks forward to the coming year.

The next Commission meeting will be December 16, 2021 and Mr. North would like to introduce the concept of having the localities do presentations about their areas. This would not be mandatory. Ms. Marshall reported she would be able to let the Commission know if Alleghany County, Clifton Forge and Covington would be presenting at the January meeting. Mr. Holmes noted this could help staff know what is happening in the local areas and possibly help with project planning and allow RVARC to be more responsive.



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

313 Luck Ave., SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

Mr. Dean Martin inquired as to if Christmas Eve became a holiday for RVARC staff, as was discussed in the last committee meeting, and Mr. Holmes reported that he had made that a RVARC holiday and that staff were very happy.

MEETING ADJORNED

Mr. Billy Martin made motion to adjourn the meeting, Ms. Marshall seconded. The meeting was adjourned at 12:35 p.m.

Submitted by:

Jeremy Holmes, Secretary,

Roanoke Valley-Alleghany Regional Commission

REQUEST FOR PROPOSAL

AUDITING SERVICES

January 6, 2022

Roanoke Valley-Alleghany Regional Commission



TABLE OF CONTENTS

	<u>Page</u>
I. <u>GENERAL INFORMATION</u>	
A. Purpose	1
B. Who May Respond	1
C. Instructions on Proposal Submission	1
1. Closing Submission Date	1
2. Inquiries	1
3. Conditions of Proposal	1
4. Instructions to Prospective Contractors	1
5. Right to Reject	2
6. Small and/or Minority-Owned Businesses	2
7. Notification of Award	2
D. Description of Entity and Records to be Audited	2
E. Options	2
II. <u>SPECIFICATION SCHEDULE</u>	
A. Scope of a Financial Audit	2
B. Description of Programs/Contracts/Grants	3
C. Performance	3
D. Delivery Schedule	3
E. Price	3
F. Payment	3
G. Audit Review	4
H. Exit Conference	4
I. Work Papers	4
J. Confidentiality	4
K. AICPA Professional Standards	4

TABLE OF CONTENTS (Cont'd)

	<u>Page</u>
III. <u>OFFEROR' S TECHNICAL QUALIFICATIONS</u>	
A. Prior Auditing Experience	5
B. Organization, Size, and Structure	5
C. Staff Qualifications	5
D. Understanding of Work to be Performed	5
E. Certifications	5
IV. <u>PROPOSAL EVALUATION</u>	
A. Submission of Proposals	6
B. Nonresponsive Proposals	6
C. Proposal Evaluation	6-7
D. Review Process	7
V. <u>CERTIFICATIONS</u>	7-8
Attachment A	9

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for a financial audit for the year ending June 30, 2022. The proposal includes options for four additional years.

B. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than **3:00 p.m.** on Friday, **January 21, 2022**.

2. Inquiries

Inquiries concerning this RFP should be directed to Sherry Dean at 540.343.4417 or sdean@rvarc.org.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Roanoke Valley-Alleghany Regional Commission (RVARC).

4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Sherry Dean, Director of Finance
Roanoke Valley-Alleghany Regional Commission
P.O. Box 2569
Roanoke, Virginia 24010-2569

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
3:00 p.m. January 21, 2022
For Audit Services

It is the responsibility of the Offeror to insure that the proposal is received by the Roanoke Valley-Alleghany Regional Commission by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

The RVARC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small Business and Supplier Diversity

Solicitation will include small and minority-owned businesses (Virginia Public Procurement Act 2.2-4310) from the list certified by the Virginia Department of Small Business and Supplier Diversity.

7. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within six (6) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

It is expected the contract shall be a one-year fixed price contract with options for four additional one-year periods.

D. Description of Entity and Records to be Audited

The RVARC is a political subdivision established on August 25, 1969 under the Regional Cooperation Act which serves five (5) counties, three (3) towns, and three (3) cities in the Commonwealth of Virginia. Administrative offices and all records are located at 313 Luck Avenue, SW, Roanoke, Virginia 24016.

The RVARC is made up of elected officials and citizens appointed to the RVARC board by member local governments. The RVARC also interacts with other organizations and partners on a regular basis on issues of regional significance.

E. Options

At the discretion of the RVARC, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed upon by the RVARC and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

II. SPECIFICATION SCHEDULE

A. Scope of a Financial and Performance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial audit of the RVARC.

Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (2018 Revision), states:

“The primary purpose of a financial statement audit is to provide financial statement users with an opinion by an auditor on whether an entity’s financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework. Reporting on financial statement audits conducted in accordance with GAGAS also includes reports on internal control over financial reporting and on compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. “

B. Description of Programs/Contracts/Grants (RVARC)

The RVARC operates programs funded with federal, state and local funds. Please see Attachment A for a listing of the FY2022 RVARC revenue budget.

C. Performance

The RVARC’s records should be audited from fiscal year July 1, 2021 to June 30, 2022. The Offeror/auditor must spend at least one day in person at the RVARC office reviewing financial records.

D. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to the RVARC’s Executive Director and Director of Finance by September 7, 2022. The final audit report is due on Monday, September 12, 2022. The Offeror shall present the final audit report to the RVARC’s Board of Directors meeting on September 22, 2022.

Draft reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, the RVARC may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

E. Price

The Offeror’s proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level of the audit. Any out-of-pocket expenses should also be indicated. An estimate of future year engagement costs should also be included for the four additional years the contract could be renewed. The pricing information should be in a separate sealed envelope.

F. Payment

Payment will be made when the RVARC has determined that the total work effort has been satisfactorily completed. Should the RVARC reject a report, the RVARC’s authorized representatives will notify the Offeror 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 Offeror submits the final invoice for payment.

Upon delivery of the final report to the RVARC and acceptance and approval, the Offeror may submit bills for the balance due on the contract for the audit.

G. Audit Review

All audit reports prepared under this contract will be reviewed by the RVARC and their funding sources to ensure compliance with Government Accountability Office's (GAO) Government Audit Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions and other appropriate audit guides.

H. Exit Conference

An exit conference with the RVARC's representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with the RVARC. It should include internal control and program compliance observations and recommendations.

I. Work Papers

1. Upon request, the Offeror will provide a copy of the work papers pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the issue.
2. The work papers will be retained for at least five years from the end of the audit period.
3. The work papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accountability Office and the RVARC.

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the RVARC, the Offeror 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 Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, the RVARC authorized representatives in the event the Offeror determines or has reason to suspect a breach of this requirement.

K. AICPA Professional Standards

The AICPA Professional Standards state: "*Government Audits 1.400.055*" *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 accepts such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, the member is obligated to follow such requirements in*

addition to generally accepted auditing standard. Failure to do so is a violation of the "Acts Discreditable Rule" [1.400.001] unless the member discloses in his or her report that such requirements were not followed and the applicable reasons for not following the requirements.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in their proposal, shall, as a minimum, **include the following:**

A. Prior Auditing Experience

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

1. Prior experience auditing Planning District Commissions
2. Prior experience auditing similar programs funded by the Commonwealth of Virginia
3. Prior experience auditing programs financed by the Federal Government
4. Prior experience auditing similar county or local government activities
5. Demonstrated ability in completing audits accurately and promptly

B. Organization, Size, and Structure

The Offeror should describe its organization, its size and structure. Indicate if appropriate, if the firm is a certified small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror 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

D. Understanding of Work to be Performed and Tentative Audit Schedule

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

E. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by the Roanoke Valley-Alleghany Regional Commission because the

Roanoke Valley-Alleghany Regional Commission desires to contract only with an Offeror who is already familiar with these publications.

IV. PROPOSAL EVALUATION

A. Submission of Proposal

All proposals shall include four copies of the Offeror's Technical Qualifications, and the signed Certifications and four copies of the pricing information (in a separately sealed envelope). Additionally, a USB flash drive with an electronic version of the submission must be included with the paper copies. These documents combined with the RFP will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP
2. The proposal does not follow the specified format
3. The proposal does not include the Certifications

C. Proposal Evaluation

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

<u>Factors</u>	<u>Point Range</u>
1. <u>Prior experience auditing</u>	
a. Prior experience auditing Planning District Commissions	0-10
b. Prior experience auditing similar programs funded by Virginia	0-5
c. Prior experience auditing programs financed by the Federal Government	0-10
d. Prior experience auditing similar county or local government activities	0-5
e. Demonstrated ability in completing audits accurately and promptly	0-5
The RVARC will contact prior audited organizations to verify the experience provided by the Offeror.	
2. <u>Organization, size, and structure of Offeror's firm</u>	
a. Adequate size of the firm	0-5

b. Certified Minority/small business	0-5
3. <u>Qualifications of staff to be assigned to the audits to be performed</u> (Education, position in firm, years and types of experience, continuing professional education, and states in which licensed as a CPA etc. will be considered)	
a. Audit team makeup	0-10
b. Overall supervision to be exercised	0-5
c. Prior experience of the individual audit team member	0-10
4. <u>Offeror's understanding of work to be performed</u>	
a. Adequate coverage	0-10
b. Realistic time estimates of each audit step	0-5
5. <u>Price</u>	<u>0-15</u>
MAXIMUM POINTS	100

D. Review Process

The RVARC may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, the RVARC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

The RVARC contemplates award of the contract to the responsible Offeror with the highest total points.

V. CERTIFICATIONS

ON BEHALF OF THE OFFEROR:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in an agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to

discourage any potential Offeror from submitting a proposal.

- F. The individual signing certifies that the Offeror is a properly licensed certified public accountant, or a public account licensed on or before July 1, 2016.
- G. The individual signing certifies that the Offeror meets the independent standards of the Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (2018 Revision).
- H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing professional education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and government auditing.
- I. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - 1. Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (2018 Revision) (Yellow Book)
 - 2. Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (2 CFR 200) (2020)
- K. The individual signing certifies that he/she has read and understands all of the information in this request for proposal, including the information on the programs/grants/contracts to be audited.
- L. The individual signing certifies that the Offeror and any individuals to be assigned to the audits do not have a record of substandard audit work. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state and AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20_____

Offeror's Firm Name _____

Signature of Offeror's Representative _____

Printed Name and Title of Individual Signing _____

**Roanoke Valley Alleghany Regional Commission
Budget FY 2022**

Attachment A

Revenues:	Budget 2022 Revenues
Localities Per Capita Regional Commission	\$ 333,546
Localities Per Capita TPO	\$ 34,507
Blueway Funding From Localities	\$ 11,491
Department of Housing & Community Development	\$ 89,971
Federal Highway Administration - PL	\$ 320,597
Virginia Department of Transportation - PL	\$ 40,075
Federal Highway Administration - PL C/O	\$ 95,480
Virginia Department of Transportation - PL C/O	\$ 11,935
Federal Highway Administration - SPR	\$ 58,000
Virginia Department Rail & Public Transit, FTA Federal	\$ 135,734
Virginia Department Rail & Public Transit, FTA State	\$ 16,967
VA Dept. Rail & Public Transit, RideSolutions (Roanoke)	\$ 153,121
Federal Economic Development Administration	\$ 70,000
Virginia Department of Forestry	\$ 8,922
Virginia Department of Environmental Quaility	\$ 58,000
Roanoke Valley Broadband Authority	\$ 14,820
Appalachian Regional Commission	\$ 59,900
City of Roanoke Bike Coordination	\$ 12,000
Collective Response	\$ 141,155
Western Virginia Regional Industrial Facility Authority	\$ 25,000
Virginia Housing	\$ 37,642
National Center for Mobility Management	\$ 20,000
SERDI Website Administration Contract	\$ 1,538
Roanoke Partnership Implan Use	\$ 1,000
Roanoke Partnership Jobs EQ share	\$ 2,333
Work Force Jobs EQ share	\$ 2,333
RVARC Interest Income	\$ 900
Miscellaneous Income	\$ 3,500
Deferred Revenue Blueway C/O	\$ 38,881
Deferred Revenue Regional Bike Coordination	\$ 1,748
	\$ -
Total Revenues	\$ 1,801,096