



**NEW RIVER VALLEY JUVENILE
DETENTION HOME**

**REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES**

FINANCIAL AUDITING

DEADLINE FOR PROPOSAL

SUBMISSIONS:

MARCH 29, 3:00PM

INTRODUCTION AND BACKGROUND

The New River Valley Juvenile Detention Home is seeking proposals from Certified Public Accounting Firms to establish an on-call contract for the performance of annual financial audits of the Commission, beginning with Fiscal Year 2019 (which shall end on June 30, 2019) as well as all future years. The commission reserves the right to cancel said contract with thirty (30) days' notice for the convenience of the Commission, and without cause.

The Commission is comprised of members from each of the owner jurisdictions. Those owner jurisdictions include Montgomery, Pulaski, Giles, and the City of Radford. The Commission oversees the operation of The New River Valley Juvenile Detention Home in Christiansburg, Virginia. The Detention Home receives its funding from various sources, to include: Department of Juvenile Justice Block grant, State per diems, Participant per diems, and Non-Participant per diems. Non-participant localities might include, Bland, Carroll, Floyd, Galax, Grayson, Wythe, and others. The Juvenile Detention Home is licensed by the Commonwealth of Virginia Department of Juvenile Justice.

ELEMENTS DESIRED IN THE PROPOSAL

The Commission desires that proposals be as concise as practicable to spare unnecessary review time. With that understanding, the following elements should be included in proposals:

1. A brief narrative of the approach to be taken by the firm in providing financial auditing services of the Commission.
2. The qualification and experience of the firm in providing financial auditing services to Political Subdivisions and or local Government in Virginia. Include at least three (3) references from public bodies for which the firm has conducted financial audits since June 30, 2008.
3. The qualifications and experience of staff members that the firm anticipates shall be assigned to conduct the audit.
4. An organizational chart showing the firm's normal lines of authority, responsibility and communication during the conduct of financial audits.
5. The date by which the firm can begin conducting the audits of the Commission for the fiscal year that will end on June 30, 2019, as well as an estimated date when the Commission could expect to receive its final Financial Reports. Additionally, provide a proposed schedule for subsequent audits (i.e., Fiscal Years 2020 through 2022), indicating the anticipated timeline from commencement to completion.

Because this is a Request for Proposal for *professional services*, the Commission's procurement policy dictates that **proposals MUST NOT include any mention of the cost of the services to be provided.** (See "Process for Making Award" on the following page).

SUBMISSION OF PROPOSALS

Proposals may be sent via U.S. Postal Service mail, courier service or electronic mail with the proposal attached as a *single* portable document format (PDF) document to the following address:

Joyce Blevins
New River Valley Juvenile Detention Home
650 Wades Lane
Christiansburg, VA 24073
joyce.blevins@nrvidh.org

If hard-copy proposals are to be submitted, **eight (8) bound copies** are required.

Proposals must be received by the Home no later than 3:00pm on Friday March, 29, 2019. Proposals received after the deadline will not be considered, nor will they be returned to the sender. Questions regarding procedural elements of this Request for Proposal may be directed to Joyce Blevins via e-mail or by calling her at (540) 381-0097 x 305.

SELECTION CRITERIA

Proposals will be evaluated and ranked based on the following weighted criteria:

1. The experience of the firm in successfully providing auditing services to Political Subdivisions or Local Governments in Virginia, with the greatest weight given to audits of Juvenile Facilities, followed by audits of other Political Subdivisions in Virginia: **40 percent.**
2. The qualifications and experience of the individual auditors to be assigned by the firm to audit the Commission, with the greatest weight given for the experience of those individuals in auditing Juvenile Detention Facilities, followed by audits of other Political Subdivisions in Virginia: **40 percent.**
3. Demonstrated ability in completing audits accurately and promptly, with the greatest weight given to audits of Juvenile Detention Facilities, followed by audits of local government in Virginia: **15 percent.**
4. Geographical location of the firm relative the Facilities location: **5 percent**

PROCESS FOR MAKING AWARD

A selection committee composed of Commission staff members will review and rank the written proposals. Negotiating interviews will then be held with the highest-ranked firm to establish a mutually-acceptable agreement, including financial terms. In the event negotiations with the highest-ranked firm prove unsuccessful, negotiations with the next highest-ranked firm will ensue, and so on, until a mutually-acceptable agreement is reached.