

Organization of PJM States Inc.

REQUEST FOR PROPOSALS (RFP)
Calendar Year 2019 Financial Statement Audit

AUDIT

Organization of PJM States Inc.
700 Barksdale Rd
Newark, Delaware 19711
Phone: 4438325538
Greg@opsi.us

Prepared By: Gregory Carmean
Date: January 6, 2020

REQUEST FOR PROPOSAL
OPSI Calendar Year 2019 Financial Statement Audit
Newark - Delaware

SUBMISSION DEADLINE: January 30, 2019, 5 PM close of business

RFP Contact Name: Gregory Carmean
Contact Address: 4934 CLEARWATER DRIVE
ELLICOTT CITY, Maryland 20143
Telephone Number: 443-832-5538
Email Address: Greg@opsi.us

I. INTRODUCTION

OPSI is a 501 (c) 4 corporation with a Board of Directors consisting of one member from each of the public utility commissions served by the PJM Interconnection LLC, a Regional Transmission Organization regulated the Federal Energy Regulatory Commission (“FERC”). OPSI’s primary revenues come from PJM pursuant to a FERC tariff with some supplemental revenues from meeting registrations. OPSI employs two individuals, an Executive Director and an Office Manager. OPSI was created to provide a means for PJM States to act in concert, when deemed to be in the common interest on federal wholesale issues. The budget for OPSI for calendar year 2019 was roughly \$700,000.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

A. PROJECT LOCATION

The bid proposal is being requested for a financial statement audit which is located at OPSI’s office, 700 Barksdale Rd Ste 1, Newark, Delaware, 19711.

B. PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Books and Records, contact:

Name: Kathleen Burr
Title: Office Manager
Phone: 302-266-0914
Email: Kathy@opsi.us

II. PROJECT OVERVIEW

A. OBJECTIVE

The selected contractor will provide a financial statement audit for calendar year 2019 in accordance with generally accepted auditing standards (GAAS). This would include an engagement letter, financial audit report with opinion, management letter and written recommendations if necessary.

The audit will be conducted at OPSI's office in Newark, Delaware during normal business hours. Workspace is will be provided in the office and the office manager will assist with document production. OPSI uses QuickBooks for its book keeping and the auditor will be granted access to the books.

B. PROJECT TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONES	DATE
Publication of RFP	January 6, 2020
RFP Submittal Deadline	January 30, 2020
Estimated Award Date	February 13, 2020
Discuss draft report with the Executive Director	May 8, 2020 May 22, 2020
Submit Finalized Audit Report	

III. PROPOSAL SUBMISSION REQUIREMENTS

A. PROPOSAL EXPECTATIONS

Organization of PJM States Inc. shall award the contract to the proposal that best accommodates the various project requirements.

PROPOSAL DEADLINE

All proposals must be received by Organization Of PJM States Inc. no later than 5 PM, close of business on January 20, 2020 for consideration in the project proposal selection process.

B. PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder must include in their proposal submission:

1. Proposal Summary

Summary of timeline and work to be completed.

2. Bidder Contact Information

- a) RFP Contact Name
- b) Address
- c) Phone Number
- d) Email address

3. Company Information

- a) Description
 - a. Size, number of employees,
 - b. Range and Types of Services Offered,
 - c. Clientele,
 - d. Legal Form of Bidder (e.g. sole proprietor, partnership, etc.),
 - e. History
- b) Organizational Structure
 - a. Principal Officers
 - b. List engagement personnel
 - i. Outline relevant experience, with special attention to government and nonprofit engagements
 - ii. List all certifications, issuing authority, license numbers and expiration dates
 - iii. Attach complete CVs
- c) Registrations
 - a. Federal Employee Identification Number (FEIN)
 - b. State License No. or other proof of authority to conduct business in Delaware
- d) Financial Information
 - a. State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
 - b. State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

4. Qualifications of Bidder

The Bidder, through its written proposal, will need to describe its approach to delivering the Services, the objectives and having an appropriate methodology and work plan for delivering the audit report in the specified timeframes.

The Bidder will also need to provide evidence of ability and experience to undertake the specified objectives/duties in this Request for Proposal, including:

- evidence of a breadth and depth of knowledge of Generally Accepted Auditing Standards, General Accepted Accounting Principles (GAAP) and nonprofit accounting;
- proven analytical, research and plain English report writing skills.

4. Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.

- Brief summary of the total not to exceed cost of the proposal.

References

- Provide 2 references of companies for which you have completed similar work in the last 5-year timeframe.

Bidder agrees that Organization of PJM States Inc. may contact all submitted references to obtain any and all information regarding Bidder's performance.

C. SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's audit experience and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Organization of PJM States Inc. shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.