

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

FOR

AUDITING SERVICES

FISCAL YEARS ENDING

JUNE 30, 2024, 2025, AND 2026

Relating to the annual audits of:

WATER DEVELOPMENT AUTHORITY

INFRASTRUCTURE JOBS AND DEVELOPMENT COUNCIL

DRINKING WATER TREATMENT REVOLVING FUND

RFP Issuance Date: January 31, 2024

Proposal Due Date: March 8, 2024

The Water Development Authority reserves the right to reject any and all bids.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Drinking Water Treatment Revolving Fund

A. INFORMATION CONCERNING AGENCY TO BE AUDITED:

1. Agency: Water Development Authority (WDA)
 Address: 1009 Bullitt Street
 Charleston, WV 25301
 Contact: Brock Jarrett, Chief Financial Officer
 Phone: 304-414-6500
 Email: bjarrett@wvwda.org
2. Sources of funds: Federal capitalization grant from the U.S. Environmental Protection Agency, State funds from the West Virginia Infrastructure and Jobs Development Council or other sources, loan repayments and investment earnings.
3. Program description: The West Virginia Drinking Water Treatment Revolving Fund (the AFund@) [excluding set-aside accounts held by Department of Health and Human Resources (DHHR)] provides financial assistance for design, acquisition and/or construction of drinking water treatment and distribution facilities.
4. Basis of accounting: Accrual.
5. Prior year's financial statements audited by: Brown Edwards.
 (Copy can be obtained at www.wvwda.org/annual_report.html)

B. NATURE OF SERVICE REQUIRED:

1. Type of audit required: Complete financial audit in accordance with auditing standards generally accepted in the United States of America, including Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations.
2. Periods to be audited: Fiscal years ending June 30, 2024, 2025 and 2026.
 (Subject to annual renewal by the Water Development Board.)
3. Funds and Accounts: WDA maintains three funds on behalf of the Drinking Water Treatment Revolving Fund.

C. TIME CONSIDERATIONS AND REPORT REQUIREMENTS:

The objective of the audit will be the expression of an opinion as to whether the West Virginia Drinking Water Treatment Revolving Fund's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. This examination will be made in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and OMB Circular A-133.

1. Report deadline: Draft and final reports are due to FARS September 15th and October 15th respectively each audit year.
2. Financial statement's supporting work papers are prepared by WDA staff. Financial statements to be prepared by auditing firm.
3. Assist with the implementation of new GASB's.
4. Independent Auditors Report on Compliance with the Requirements Applicable to the Capitalization Grants for Drinking Water State Revolving Fund and on Internal Control over Compliance in Accordance with the Program-Specific Audit Option under OMB Circular A-133 are required.
5. Issue separate Management letter and provide ten (10) bound copies of the Audit Report plus four (4) copies of the FARS Audit Report. Final copies of the report are included in the cost that is quoted.
6. The successful bidder will be required to prepare all confirmation letters and provide postage. The WDA will supply letterhead for this purpose.
7. Field work for this audit will be scheduled and performed during normal WDA working hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday.

D. WORKPAPER RETENTION AND ACCESS:

All work papers and reports must be retained, at the auditor's expense, for a minimum of four years, unless the firm is notified in writing by the WDA of the need to extend the retention period. The auditors will be required to make work papers available, upon request, to the WDA. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing accounting significance.

E. PROPOSAL REQUIREMENTS

Eligible Proposers:

1. Are free from all objections and interests that might materially conflict with the interests of the WDA.
2. Are able to provide assurance that the firm and all individuals to be assigned to work on these transactions comply with the guidelines and standards established by the West Virginia Ethics Commission in 158 CSR 4.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Drinking Water Treatment Revolving Fund
(To be completed by firm submitting proposal to perform audit.)

1. Firm Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____
2. Name of person(s) authorized to make representation for the firm:
3. Location of office(s) from which work is to be performed:
4. Number of professional persons, by class, employed at this office (attach resumes for each supervisory person to be assigned to this engagement and indicate the number of resumes attached _____):
5. Indicate firm's memberships (e.g., AICPA):
6. Describe firm's quality-control program. (If none, so indicate.):
(Example: Description of system used to maintain quality within the firm, such as peer review examination and results of latest examination, if within the last three years.)
7. Indicate continuing professional education requirements imposed upon firm's personnel and whether the firm has met the requirements of continuing professional education. (If answer is no, indicate firm's plan for meeting requirements.):

8. Describe the range of activities performed by the office(s) named in Item 3 above (e.g., auditing, tax, accounting, management advisory services, etc.):
9. Attach list of firm's experience in auditing federal, state and local governmental units and nonprofit organizations. For each, indicate type of audit (e.g., financial, financial and compliance, etc.). Limit list to those audits performed by office(s) in Item 3 within last three years.
10. Attach a narrative description of the firm's understanding of the work to be performed.
11. Attach time estimates for the major section of the work to be performed.
12. Include firm's all-inclusive cost for performance of this engagement for each of the fiscal years ending June 30, 2024, 2025 and 2026.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Infrastructure Fund

A. INFORMATION CONCERNING AGENCY TO BE AUDITED:

1. Agency: Water Development Authority (WDA)
 Address: 1009 Bullitt Street
 Charleston, WV 25301
 Contact: Brock Jarrett, Chief Financial Officer
 Phone: 304-414-6500
 Email: bjarrett@wvwda.org
2. Sources of funds: State Appropriations, General Obligation Bond proceeds, Revenue Bond proceeds, loan repayments, investment earnings and miscellaneous funds from other sources.
3. Program description: In 1994, the West Virginia Legislature enacted the West Virginia Infrastructure and Jobs Development Act (the Act), which created the West Virginia Infrastructure and Jobs Development Council (the Infrastructure Council) to coordinate the review and funding of water, wastewater and economic development projects in the State. The Infrastructure Council provides financial assistance through the West Virginia Infrastructure Fund for the design, acquisition and/or construction of wastewater collection and treatment systems and drinking water treatment and distribution facilities. The Infrastructure Council also provides financial assistance for economic development projects.
4. Basis of accounting: Accrual.
5. Prior year's financial statements audited by: Brown Edwards.
 (Copy can be obtained at www.wvwda.org/annual_report.html)

B. NATURE OF SERVICE REQUIRED:

1. Type of audit required: Complete financial audit in accordance with auditing standards generally accepted in the United States of America, including Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
2. Periods to be audited: Fiscal years ending June 30, 2024, 2025 and 2026.
 (Subject to annual renewal by the Water Development Board.)
3. Funds and Accounts: Composed of Enterprise and Governmental Funds. WDA Maintains 25 funds and 31 bank accounts on behalf of the Infrastructure Council.

C. TIME CONSIDERATIONS AND REPORT REQUIREMENTS:

The objective of the audit will be the expression of an opinion as to whether the Infrastructure Council's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. This examination will be made in accordance with auditing standards generally accepted in the United States of America, including Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

1. Report deadline: Draft and final reports are due to FARS September 15th and October 15th respectively each audit year.
2. Financial statement's supporting work papers are prepared by WDA staff.
3. Financial statements to be prepared by the auditing firm.
4. Assist with the implementation of new GASB's.
5. Independent Auditors Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards is required.
6. Issue separate Management letter and provide ten (10) bound copies of the Audit Report plus four (4) copies of the FARS Audit Report. Final copies of the report are included in the cost that is quoted.
7. The successful bidder will be required to prepare all confirmation letters and provide postage. The WDA will supply letterhead for this purpose.
8. Field work for this audit will be scheduled and performed during normal WDA working hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday.

D. WORK PAPER RETENTION AND ACCESS:

All work papers and reports must be retained, at the auditor's expense, for a minimum of four years, unless the firm is notified in writing by the WDA of the need to extend the retention period. The auditors will be required to make work papers available, upon request, to the WDA. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing accounting significance.

E. PROPOSAL REQUIREMENTS

Eligible Proposers:

1. Are free from all objections and interests that might materially conflict with the interests of the WDA.
2. Are able to provide assurance that the firm and all individuals to be assigned to work on these transactions comply with the guidelines and standards established by the West Virginia Ethics Commission in 158 CSR 4.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Infrastructure Fund
(To be completed by firm submitting proposal to perform audit.)

1. Firm Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____
2. Name of person(s) authorized to make representation for the firm:
3. Location of office(s) from which work is to be performed:
4. Number of professional persons, by class, employed at this office (attach resumes for each supervisory person to be assigned to this engagement and indicate the number of resumes attached _____):
5. Indicate firm's memberships (e.g., AICPA):
6. Describe firm's quality-control program. (If none, so indicate.):
(Example: Description of system used to maintain quality within the firm, such as peer review examination and results of latest examination, if within the last three years.)
7. Indicate continuing professional education requirements imposed upon firm's personnel and whether the firm has met the requirements of continuing professional education. (If answer is no, indicate firm's plan for meeting requirements.):

8. Describe the range of activities performed by the office(s) named in Item 3 above (e.g., auditing, tax, accounting, management advisory services, etc.):
9. Attach list of firm's experience in auditing federal, state and local governmental units and nonprofit organizations. For each, indicate type of audit (e.g., financial, financial and compliance, etc.) Limit list to those audits performed by office(s) in Item 3 within last three years.
10. Attach a narrative description of the firm's understanding of the work to be performed.
11. Attach time estimates for the major section of the work to be performed.
12. Include firm's all-inclusive cost for performance of this engagement for each of the fiscal years ending June 30, 2024, 2025 and 2026.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Water Development Authority

A. INFORMATION CONCERNING AGENCY TO BE AUDITED:

1. Agency: Water Development Authority (WDA)
 Address: 1009 Bullitt Street
 Charleston, WV 25301
 Contact: Brock Jarrett, Chief Financial Officer
 Phone: 304-414-6500
 Email: bjarrett@wvwda.org
2. Sources of funds: Revenue Bonds, supplemental funds, loan repayments, investment earnings and miscellaneous funds from other sources.
3. Program description: The WDA provides financial assistance to municipalities, public service districts and other political subdivisions for the design, acquisition and/or construction of wastewater collection and treatment facilities and drinking water treatment and distribution facilities. The WDA accomplishes this objective by providing loans through the issuance of revenue bonds and use of supplemental funds.
4. Basis of accounting: Accrual.
5. Prior year's financial statements audited by: Brown Edwards.
(Copy can be obtained at www.wvwda.org/annual_report.html)

B. NATURE OF SERVICE REQUIRED:

1. Type of audit required: Complete financial audit in accordance with auditing standards generally accepted in the United States of America, including Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
2. Periods to be audited: Fiscal years ending June 30, 2024, 2025 and 2026.
(Subject to annual renewal by the Water Development Board.)
3. Funds and accounts: The Water Development Authority maintains 33 Funds and 37 bank accounts.

C. TIME CONSIDERATIONS AND REPORT REQUIREMENTS:

The objective of the audit will be the expression of an opinion as to whether the WDA's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. This examination will be made in accordance with auditing standards generally accepted in the United States of America, including Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

1. Report deadline: Draft and final reports are due to FARS September 15th and October 15th respectively each audit year.
2. Financial statement's supporting work papers are prepared by WDA staff.
3. Financial statements to be prepared by the auditing firm.
4. Assist with the implementation of new GASB's.
5. Independent Auditors Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
6. Issue separate Management letter and provide ten (10) bound copies of the Audit Report plus four (4) copies of the FARS Audit Report. Final copies of the report are included in the cost that is quoted.
7. The successful bidder will be required to prepare all confirmation letters and provide postage. The WDA will supply letterhead for this purpose.
8. Field work for this audit will be scheduled and performed during normal WDA working hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday.

9. Independent Auditors Report on Compliance with the Requirements Applicable to the Economic Enhancement Grant for Water Development Authority and on Internal Control over Compliance in Accordance with the Program-Specific Audit Option under OMB Circular A-133 are required.

D. WORK PAPER RETENTION AND ACCESS:

All work papers and reports must be retained, at the auditor's expense, for a minimum of four years, unless the firm is notified in writing by the WDA of the need to extend the retention period. The auditors will be required to make work papers available, upon request, to the WDA. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing accounting significance.

E. PROPOSAL REQUIREMENTS

Eligible Proposers:

1. Are free from all objections and interests that might materially conflict with the interests of the WDA.
2. Are able to provide assurance that the firm and all individuals to be assigned to work on these transactions comply with the guidelines and standards established by the West Virginia Ethics Commission in 158 CSR 4.

AUDIT SELECTION QUESTIONNAIRE
West Virginia Water Development Authority
(To be completed by firm submitting proposal to perform audit.)

1. Firm Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____
2. Name of person(s) authorized to make representation for the firm:
3. Location of office(s) from which work is to be performed:
4. Number of professional persons, by class, employed at this office (attach resumes for each supervisory person to be assigned to this engagement and indicate the number of resumes attached _____):
5. Indicate firm's memberships (e.g., AICPA):
6. Describe firms quality-control program. (If none, so indicate.):
(Example: Description of system used to maintain quality within the firm, such as peer review examination and results of latest examination, if within the last three years.)
7. Indicate continuing professional education requirements imposed upon firm's personnel and whether the firm has met the requirements of continuing professional education. (If answer is no, indicate firms plan for meeting requirements.):
8. Describe the range of activities performed by the office(s) named in Item 3 above (e.g., auditing, tax, accounting, management advisory services, etc.):

9. Attach list of firm's experience in auditing federal, state and local governmental units and nonprofit organizations. For each, indicate type of audit (e.g., financial, financial and compliance, etc.). Limit list to those audits performed by office(s) in Item 3 within last three years.
10. Attach a narrative description of the firm's understanding of the work to be performed.
11. Attach time estimates for the major section of the work to be performed.
12. Include firm's all-inclusive cost for performance of this engagement for each of the fiscal years ending June 30, 2024, 2025 and 2026.