



Request for Proposal
Auditor Services

RFP No. 2019-02

This RFP is available on the Western Climate Initiative, Inc. website at
www.wci-inc.org/

Release Date: September 13, 2019

Western Climate Initiative, Inc.
980 Ninth St., Suite 1600
Sacramento, CA 95814
USA
wci-inc.org

1.0 BACKGROUND

1.1 Western Climate Initiative, Inc. Overview

WCI, Inc. is a 501(c)(3) non-profit corporation incorporated in Delaware that provides administrative and technical services to support the implementation of greenhouse gas emissions trading programs in the U.S. State of California and the Canadian Provinces of Nova Scotia and Québec (the “Participating Jurisdictions”). WCI, Inc. is governed by a Board of Directors, which consists of representatives from California, Québec, and Nova Scotia.

WCI, Inc. has completed an annual audit and filed tax forms since 2012. Previous audit opinions and tax forms are available at: <http://wci-inc.org/documents.php> . WCI, Inc.’s fiscal year is from January 1st to December 31st.

WCI, Inc.’s head office is located in Sacramento, California. WCI, Inc. also maintains an office in Quebec City, Québec, and is registered as a non-resident non-profit corporation operating in Canada.

1.2 Scope of Services

The purpose of this engagement is to provide independent auditor services directly to the WCI, Inc. Audit Committee. As defined in the [Audit Committee Charter](#):

The Committee shall be directly responsible for the appointment, compensation and oversight of the work of the independent auditor. The independent auditor shall report directly to the Committee.

The auditor’s primary task will include the following:

- Audit the corporation’s annual financial statement and provide a formal written opinion.
- Review the corporation’s federal, state, provincial, territorial or local tax filings and provide written comments, including recommendations for improvements or corrections that fall within an auditor’s purview.

The written results of the audit and review will be provided directly to the Committee. At the request of the Committee, the auditor will attend Audit Committee meetings (in person or via teleconference) to present the findings and answer questions.

At the direction of the Committee, the auditor may also be asked to perform the following:

- Review the integrity of the Corporation’s internal and external financial reporting processes, and the Corporation’s internal financial controls.
- Review and suggest any changes in the Corporation’s auditing and accounting principles and practices.
- Other services or reports as appropriate to support the auditing and accounting matters of the Corporation.

2.0 PERIOD OF ENGAGEMENT

The period of engagement is for one year, with the option to extend the agreement annually. The planned start date for the work is January 1, 2020.

3.0 PROPOSAL INSTRUCTIONS

3.1 Purpose of the RFP

This Request for Proposals (RFP) presents the questions for which your answers will provide the information that WCI, Inc. will use in selecting an auditor. Please answer these as completely as possible and include any additional information you feel is appropriate or necessary.

3.2 Communications Regarding this RFP

Firms are to direct all communications regarding this RFP to:

Greg Tamblyn
Phone: 916-449-9966
Email: gtamblyn@wci-inc.org

3.3 Selection Process Schedule

RFP Issue Date	September 13, 2019
Bidders' Conference Webinar	September 30, 10:00 a.m. Pacific
RFP Responses Due No Later Than	October 18, 5:00 p.m. Pacific
Qualified Finalists Presentation to the Audit Committee	November 1, 2015 9:00 a.m.–12:00 p.m. Pacific (estimated date)
Award of agreement	November 15, 2019 (estimated date)

3.4 Responses to RFP and Confidentiality

Responses to this RFP must be received no later than **5:00 p.m. Pacific on October 18, 2019**. Please send an electronic copy to Greg Tamblyn at the e-mail addresses in Section 3.2. Include all supporting materials and documentation with the response.

Upon proposal opening, all materials submitted in response to this RFP will become the property of WCI, Inc. and shall not be returned. A respondent has no right to audit any proposal made by any other respondent. All submitted materials will be held in confidence subject to applicable laws.

The successful respondent's entire proposal, with the exception of confidential business information (to be determined by joint agreement between WCI, Inc. and the Contractor) shall be a public document following execution of a contract with WCI, Inc.

3.5 Joint Proposals or Subcontractors

WCI, Inc. welcomes joint proposals or proposals to use subcontractors, e.g., for international coverage. Each proposal must have a single lead respondent with whom WCI, Inc. could enter into a contract for the full scope of work.

3.6 Reservations

WCI, Inc. reserves the right to cancel this RFP in whole or in part at any time. WCI, Inc. may modify the RFP up until the final date for proposal submission/receipt by WCI, Inc., identified in Section 3.3, Selection Process Schedule, by the issuance of a notice posted on the WCI, Inc. website. Proposals received after the final date and time for submission/receipt by WCI, Inc. may be considered at WCI, Inc.'s discretion. WCI, Inc. reserves the right to modify the RFP and/or change dates and times at its sole discretion.

Offeror will absorb all costs incurred in connection with the preparation and presentation of the RFP response and its participation in the selection process. The Offeror agrees not to challenge or dispute WCI, Inc.'s decision and waives any right it may have to bring any claim, action, or proceeding for damages of any kind, including indirect, consequential, or special damages or lost profits against WCI, Inc., any Participating Jurisdiction, any funding entity of WCI, Inc., or any director, officer, employee, or agent of any of the foregoing which arises from, relates to, or is connected with this RFP, including the RFP's competitive process, the evaluation of proposals, the selection of a successful Offeror, and any failure to enter into an Agreement with an Offeror.

An Offeror may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new complete proposal as described in Section 4.1 Submission and General Format, prior to the final date for proposal submission. An Offeror may withdraw its proposal by submitting a written withdrawal request to WCI, Inc.

4.0 RESPONSE GUIDELINES

4.1 Submission and General Format

Submissions should be sent by the deadline in Section 3.3 to the contact in Section 3.2. Proposals may be submitted in English or French. A contractor must be able to conduct interviews and research in both English and French.

4.2 Selection Criteria

WCI, Inc. may elect to enter into a contract with a bidder offering the highest overall value. WCI, Inc. will select finalists based on the following criteria:

Factor	Criteria
Responsiveness	Response addresses all questions and requests in this RFP. Submission was clearly written and submitted on time.
Firm Profile, Qualifications and Approach	Overall experience conducting non-profit audits. Ability to review federal, state and provincial tax forms. Expertise of individuals.
Cost	The cost of the firm's services. Clarity and transparency in proposed costs.
Terms and Conditions	Offeror's proposed exceptions to WCI, Inc.'s standard terms and conditions.
Further information	Information learned during any meeting between WCI, Inc. and the firm, from references provided, and other research conducted by WCI, Inc.

5.0 PROPOSER RESPONSE

Proposers should organize their response in the following order.

5.1 Firm Profile and Qualifications

<i>Company Name:</i>	_____
<i>Company Address:</i>	_____

<i>Contact Name:</i>	_____
<i>Title:</i>	_____
<i>Phone Number:</i>	_____
<i>E-Mail Address:</i>	_____
<i>Web Address:</i>	_____

- 5.1.1 Please provide a brief overview of your firm including your experience performing audits for non-profits.
- 5.1.2 Please describe your organization’s resources in your Sacramento, California office and identify the partner, manager and/or in charge accountants who will be assigned to this work. For each, please provide a resume that indicates the individual’s experience, education, current standing regarding all state boards, professional certifications, and complaints from regulatory agencies, if any, and their resolution.
- 5.1.3 Please describe your organization’s capabilities to provide services in Canada, including reading returns in English and French, familiarity with federal and provincial tax law. Please describe how you would provide Canadian services for this work, for example through a branch office, affiliate, or partner organization.

5.2 Approach

- 5.2.1 Please describe the manner in which you propose to interact with the Audit Committee and other WCI, Inc. personnel to perform the work.
- 5.2.2 Please identify the materials you expect to receive from WCI, Inc. during the performance of the work.
- 5.2.3 Please describe the reports and/or other products you propose to produce.
- 5.2.4 Please describe the manner in which you will maintain the appropriate independence necessary to perform the work.

- 5.2.5 Please describe your proposed methods for performing the activities described above in the Scope of Service, including the standards that apply.
- 5.2.6 Please describe the manner in which you will keep the Audit Committee informed of new requirements that impact WCI, Inc.
- 5.2.7 What makes your company stand above the other firms competing for WCI, Inc.'s business for audit services?

5.3 Cost

- 5.3.1 Please provide a timeline for completing the work described in Section 1.2.
- 5.3.2 Please describe how you will invoice for the work performed.
- 5.3.3 Please provide fully loaded billing rates for the personnel proposed to perform this work.
- 5.3.4 Please identify any non-labor costs that will be invoiced, and the basis for the invoiced amounts.
- 5.3.5 Please provide an estimate of your expected total cost of performing an audit of the annual financial statement and review of U.S. and Canadian tax forms.

5.4 Terms and Conditions

Please provide your firm's standard terms and conditions.

5.5 References

- 5.5.1 Please provide the names and contact information for three other similarly sized clients of the partner and manager that will be assigned to this work.