

REQUEST FOR PROPOSALS FOR
SINGLE AUDIT (COMPLIANCE AND FINANCIAL AUDIT)
FOR VIRGINIA HIGHLANDS AIRPORT AUTHORITY

The Virginia Highlands Airport Authority (VHAA) is requesting proposals from a certified public accounting firm or certified public accountant to perform a “Single Audit” (an annual financial and federal and state grant and loan compliance audit for the Virginia Highlands Airport Authority) as provided by auditing standards generally accepted in the United States of America, Governmental Auditing Standards and the Uniform Guidance (formerly OMB Circular A-133), and to perform quarterly audit procedures.

The audits are for the years ending June 30, 2017 through June 30, 2019. An extension for two additional years will be considered.

Factors to be considered in awarding a contract for a Single Audit are: the experience in performing these or similar audits, particularly the offeror’s Single Audit or other financial and compliance auditing experience for public airports and other experience in state and local government compliance and financial audits. Applicants must be familiar with the auditing standards provided or required or accepted by the Uniform Guidance (formerly OMB Circular A-133), and any relevant specifications issued by the Auditor of Public Accounts or by the Federal Aviation Administration.

The proposal shall include the general history of the firm and references from other clients and professional review entities (peer review). Offerors shall not furnish estimates of man-hours or cost for services.

Based upon the information provided to meet the factors to be considered, and the ability to provide the requested services by November 1, the VHAA shall engage in discussions with the two offerors deemed fully or most qualified, responsible and suitable on the basis of the responses. At the discussion stage, the VHAA may discuss non-binding estimates of total project costs with the offerors or non-binding estimates of prices for services. At the conclusion of the discussion, on the basis of the evaluation factors set out above and all other information offered by the offerors, the VHAA shall select in its order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted beginning with the offeror ranked first. If a contract can so be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations shall commence with the offeror ranked second, and so on, until a contract at a fair and reasonable can be obtained.

Proposals shall be submitted on or before June 09, 2017 at 3:00 P.M to the Virginia Highlands Airport Authority at P.O. Box 631, Abingdon, VA 24212-0631. If using FedEx or UPS to submit proposal send to 18521 Lee Highway, Abingdon, VA 24210.

The Virginia Highlands Airport Authority reserves the right to reject any or all proposals, waive any and all informalities and accept any proposal, either in part or in full, deemed advantageous to it.