

1.0 Background

The Development Corporation of Knox County (TDC) is a 501 (c)(3) non-profit corporation.

2.0 Scope of Work

TDC is seeking proposals for the following services:

1. Audit Services – Audit and report on the financial statements of TDC. The audit must be planned and performed in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in Government Auditing Standards, where applicable, including an evaluation of internal controls, accounting principles used, and the overall financial statement presentation.

Revenue sources for the entity include contributions from Knox County and the City of Knoxville, income from land sales, rent revenue, administrative fee revenue, and interest on cash reserves. The entity issues approximately 450 checks per year to approximately 35 separate vendors.

Copies of the last audited financial statements for TDC will be made available upon request.

The fiscal year of TDC is July 1 to June 30. The first audit engagement under this proposal would be for fiscal year ending June 30, 2018.

The audit must be completed and a report made to the TDC Finance Committee and TDC Board within six (6) months of the end of the fiscal year. Any significant deficiencies in internal control or suggestions to improve controls and business operations must be communicated to the TDC Finance Committee and TDC Board during the presentation of the audit.

2. Tax Services - These services shall include advising of applicable changes in laws, rules and regulations to the extent required by professional standards. Services also include preparation and submittal of the annual Form 990 (Return or Organization Exempt from Income Tax).

The term of engagement for these services will be three (3) years with two (2) optional one (1) year renewal periods.

3.0 Liability and Reserved Rights

This RFP does not commit TDC to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services. TDC will, at its discretion, recommend the award of the contract to the responsible firm submitting the best proposal that complies with the RFP. TDC may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

TDC reserves the right to amend this RFP by an addendum issued up to two (2) business days prior to the date set for receipt of proposals. If revisions are of such a magnitude to warrant, in TDC's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

4.0 Issuing Authority

This RFP is issued by:

The Development Corporation
Attention: Brenda W. Spence
17 Market Square, #201
Knoxville, Tennessee 37902-1405
Phone: (865) 546-5887, Fax: (865) 546-6170
Email: bwspence@knoxdevelopment.org

5.0 Mandatory Pre-Proposal Conference

All firms interested in responding to this RFP are strongly encouraged to attend the Mandatory Pre-Proposal Conference at TDC's Offices located at 17 Market Square, #201, on Thursday, January 25, 2018 from 9:00 a.m. to 10:00 a.m.

In order to have questions fully addressed at the Pre-Proposal Conference, firms should forward questions in writing to Brenda Spence no later than 5:00 p.m. on Tuesday, January 23, 2018 to allow time for answer preparation. A copy of answers to submitted questions will be provided at the Conference.

Reservations for the Pre-Proposal Conference must be made by notifying Brenda Spence via email at bwspence@knoxdevelopment.org or by phone at (865) 546-5887. If your firm cannot attend the Conference but intends to submit a proposal, your firm should contact Brenda Spence of your intent to submit.

6.0 Preparation of Proposals

6.1 Proposal Format

Separate fee schedules including hourly rates exclusive of out-of-pocket expenses must be included for a three (3) year contract period with two (2) optional one (1) year renewal periods. Please detail and explain any exceptions taken to the requirements of the RFP. Describe your Project Implementation process and provide a sample timeline.

6.2 Executive Summary

Please include an Executive Summary highlighting your offer and outlining the benefits to TDC. Please cite your company's experience with non-profit organizations, and governmental entities, including references, and your staff's size and qualifications; provide a statement of independence in fact under both AICPA and Government Auditing Standards; and identify and present any known or potential conflicts of interest.

6.3 Proposal Due Date

Four (4) complete copies of the proposal must be received no later than 12:00 p.m. on Tuesday, February 6, 2018, and must be labeled: Response to Audit & Tax Services Request for Proposal.

6.4 Standard Agreements

The firm must provide a copy of their standard engagement agreement that TDC will be asked to sign should the bid be awarded to the firm.

6.5 Proposal Accuracy

A proposal that is incomplete or conditional will not be accepted unless approved in advance by TDC. By submitting a proposal, firms agree that any significant inaccuracy in information given by the firm to TDC will constitute good and sufficient cause for rejection of such proposal.

7.0 Procedures for Evaluating and Awarding the Bid

The proposals will be evaluated based on the following criteria:

1. Proposals will be examined for compliance with all the requirements in the sections of this RFP.
2. A best and final offer may be requested from some or all firms. This will be the only opportunity offered to make changes in the proposal.
3. Proposals will be evaluated based upon the firm’s experience, price, contract terms and customer service.
4. TDC will notify all proposers in writing when a selection has been made.

8.0 Timeline

Activity	Date
RFP released to qualified firms	1/16/18
Written Questions Regarding RFP Due	1/23/18
Pre-Proposal Conference	1/25/18
Proposal delivery to TDC	2/6/18 @ 12:00 p.m.
Notification of selection	2/16/18