**STATE OF MISSISSIPPI**

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**MISSISSIPPI STATE AGENCIES**

**SELF-INSURED WORKERS’**

 **COMPENSATION TRUST**

**REQUEST FOR PROPOSAL**

**FOR**

**FINANCIAL AUDIT SERVICES**

**June 11, 2019**

Contact information for this request for proposal:

Workers’ Compensation Financial Audit Services RFP

c/o DFA - Office of Insurance

501 North West Street

Suite 901-B Woolfolk Building

Jackson, Mississippi 39201

InsuranceRFP@dfa.ms.gov

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# INTRODUCTION

## Overview and Process

On behalf of the Board of Trustees (Board) for the Mississippi State Agencies Self-Insured Workers’ Compensation Trust (Trust), the Mississippi Department of Finance and Administration (DFA) is seeking a vendor to provide financial audit services to assist the Board in the operation of its self-insured workers’ compensation program, and to satisfy the respective audit requirements promulgated by the Mississippi Office of the State Auditor (OSA), in relation to OSA’s audit of the *Comprehensive Annual Financial Report* (CAFR). DFA provides administrative support to the Board and is coordinating this RFP. The Board, through DFA, desires to contract with a Certified Public Accounting firm (Auditor) that specializes in providing financial audit services to large self-insured workers’ compensation programs, and that has prior experience directly related to the services requested in this Request for Proposal (RFP). Among the primary deliverables to be provided is the annual audit of the Trust’s financial statements to comply with the Mississippi Workers’ Compensation Commission’s requirement for self-insured groups, and to satisfy the requirements of OSA relative to the CAFR. A detailed description of the services to be provided may be found in ***Section 3 – Scope of Services***.

DFA seeks to enter into a firm fixed price contract for the aforementioned services, with the selected audit firm, DFA, and OSA as signing parties. OSA will be a signatory on this contract to document the OSA’s right to speak directly with the Auditor and to examine work papers created by the Auditor in conjunction with the audit. A draft contract has been included as Appendix A in this RFP for your review and comment. The contract will be for four (4) years with an option to renew for one (1) additional year at the Board’s and DFA’s discretion. The effective date of this contract will be August 15, 2019. Implementation and/or transition services provided by the selected vendor prior to the August 15, 2019 contract effective date are not compensable; as such, any costs incurred by the vendor prior to August 15, 2019 may not be invoiced to DFA. This procurement and any resulting contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 N. West Street, Suite 701E, Jackson, MS 39201, or at http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/pscrb-rules-regulations/.

A copy of this RFP, including any subsequent amendments, along with a copy of all questions from vendors and responses to those questions, will be posted on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/>. Before the award of any contract, the proposer will be required to document to DFA that it has the necessary capabilities to provide the services specified in this RFP. The proposer may also be required to provide additional client references, as well as related project experience detail in order to satisfy DFA that the proposer is qualified. DFA may make reasonable investigations, as it deems necessary and proper, to determine the ability of the proposer to perform the work, and the vendor shall be required to furnish to DFA all information that may be requested for this purpose. DFA reserves the right to reject any proposal if the proposer fails to provide the requested information and/or fails to satisfy DFA that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described in this RFP.

The Trust provides a depository for the funds collected from participating State agencies to discharge their legal liabilities under the Mississippi Workers’ Compensation Law, and administers, through its Board of Trustees, such assets in accordance with such law. The Trust currently provides workers’ compensation coverage and risk control services to the approximately 100 state agencies, boards, and commissions participating in this program, representing nearly 25,000 State employees in various locations in all eighty-two (82) counties throughout Mississippi. With the exception of the Department of Transportation, Department of Corrections, and the Department of Public Safety who have chosen to individually self-insure, the Trust is the workers’ compensation insurer for nearly every State agency in Mississippi.

It is the Trust’s stated philosophy to provide such coverage at, or as close to as possible, a breakeven level and to avoid accumulating large, unnecessary surpluses. With technical assistance from its consulting actuary, the Trust calculates each member’s premium, and manages all such premium billing and collection activities internally. With nearly $39 million in assets, the Trust generates $15 million in revenue annually and disburses approximately $15 million in claims and operating expenses each year. In order to transfer a portion of its risk and as required by the Mississippi Workers’ Compensation Commission, the Trust purchases and maintains specific excess workers’ compensation insurance. **The following additional information regarding the Mississippi State Agencies Self-Insured Workers’ Compensation Trust (MSASIWCT) is provided in the appendices to this RFP:**

Appendix B *- Actuarial Analysis of the MSASIWCT as of June 30, 2018*

Appendix C *- MSASIWCT - Financial Report as of June 30, 2018*

Appendix D *- MSASIWCT - Loss Run Summary with Current Paid as of June 30, 2018*

The Trust currently utilizes the services of Cannon Cochran Management Services, Inc., (CCMSI) as its third-party claims administrator to manage all claims-related activities including, but not limited to, claims investigations, compensability determinations, claim and expense payments, litigation management, medical case management, subrogation, excess insurance reimbursement coordination, and internal and external reporting. CCMSI also provides the Trust with safety/risk control services to help minimize and control losses. DFA contracts with AmFed Insurance Services LLC, for excess insurance brokerage services, and likewise procures the services of an actuarial firm to provide related premium and underwriting services. DFA contracts with Madison Consulting Group, Inc., for consulting actuarial services. DFA’s contract with Harper, Rains, Knight & Company, P.A. to provide the financial audit services requested herein will expire soon, necessitating the need for this RFP.

## Purpose and Goals

The purpose of this solicitation is to select and contract with a vendor to provide financial audit services to assist the Board in its management of the Mississippi State Agencies Self-Insured Workers’ Compensation Trust. The selected vendor will assist the Board by providing such services as may be requested by the Board for which the Auditor has the technical capability to render. A more detailed listing of services is contained in ***Section 3 – Scope of Services***.

## Instructions to Proposers

**Proposals must be received in DFA’s Office of Insurance in Jackson, Mississippi by 2:00 p.m. Central Daylight Time, July 12, 2019.** Any proposal received after the deadline will not be considered. Proposals submitted by fax or by electronic mail will not be considered.

1. Proposals must be submitted in writing to the following address:

**Workers’ Compensation Financial Audit Services RFP**

**c/o DFA - Office of Insurance**

**501 North West Street**

**Suite 901-B Woolfolk Building**

**Jackson, Mississippi 39201**

To prevent opening by unauthorized individuals, all copies of the proposal, including any and all attachments, must be sealed in one or more packages, and the package(s) **must be marked, “Proposals – Do Not Open**.**”**

1. Submit one (1) clearly marked printed original proposal, including any and all attachments. The proposal should include and be tabbed as follows:

Tab 1 – Introduction/Signed Proposal Cover Letter

Tab 2 – **Section 2** - Minimum Vendor Requirements Confirmation

Tab 3 – **Section 3** - Scope of Services Confirmation

Tab 4 – **Section 4** - Narrative Questionnaire with Responses

Tab 5 – **Section 5** - References

Tab 6 – **Section 6** - Service Plan

Tab 7 – **Section 7** - Fee Schedule

Tab 8 – **Section 8** - Signed Statement of Compliance

Tab 9 – Signed Acknowledgement of RFP Amendments (if any)

Tab 10 – Resumes for Key Staff

Tab 11 – Any Additional Information

1. Number each page of the proposal. Multiple page attachments and samples should be numbered internally within each document, and not necessarily numbered in the overall page number sequence of the entire proposal. The intent of this requirement is that the proposer submit all information in a manner so that it is clearly referenced and easily located.
2. In addition to the printed proposal, provide one electronic copy of the complete proposal including all attachments in a searchable Microsoft Office® format, preferably in Word® or (PDF®) on flash drive or compact disc.
3. In addition to the electronic copy of the complete proposal, provide one electronic “blind” copy of your proposal with **all** vendor-identifying information removed and/or redacted. Vendor-identifying information includes but may not be limited to your firm’s name, logo, slogan, color scheme, as well as the names/identities of any of your staff. This requirement is necessary to help ensure the anonymity of the proposers from the evaluation team that will review the aforementioned sections of your proposal. The “blind” copy should be provided in a searchable Microsoft Office format, preferably in Word. **It is mandatory that your electronic “blind” copy submission not contain any vendor-identifying information. Proposals containing vendor-identifying information may be disqualified.**
4. DFA understands that the proposer may consider some of the information provided in the proposal to be confidential and/or proprietary. If any portion of the proposal is considered confidential or proprietary, the proposer shall also include an additional electronic “redacted” copy in PDF® of the complete proposal, including all appendices and exhibits, with all trade secrets or confidential commercial or financial information redacted. If the proposal does not contain any confidential information to be redacted, please state such in your Introduction/Signed Proposal Cover Letter. **Failure to submit an electronic “redacted” copy of your proposal or include a statement that no information will re redacted may cause your proposal to be considered incomplete and it may be rejected from consideration.**
5. Note that submitted proposals, including accompanying attachments, are subject to the “Mississippi Public Records Act of 1983,” codified as Miss. Code Ann. §§ 25-61-1 *et seq.*, (1972, as amended) and exceptions found in Miss. Code Ann. § 79-23-1 (1972, as amended DFA understands that the proposer may consider some of the information provided in the proposal to be trade secrets and/or proprietary. If any portion of the proposal is considered confidential or proprietary, DFA requests that each page of the printed proposal that the proposer considers confidential be conspicuously marked by being printed on a different color paper than non-confidential pages and be marked in the upper right hand corner of each page with the word “CONFIDENTIAL.” Confidential information may be identified by alternate font color and/or type on electronic copies of the proposal. **Failure to clearly identify trade secrets or confidential commercial or financial information may result in that information being immediately released subject to a public records request.**  Failure to secure a protective order through the chancery courts in the State of Mississippi may result in all information, even if previously identified as “confidential”, being released in response to a public records request.
6. In accordance with *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations Item 1-301*, “Any party seeking a protective order on a procurement contract awarded by state agencies shall give notice to and provide the reasons for the protective order to the party requesting the information in accordance with the Mississippi Rules of Civil Procedure. The notice and reasons for the protective order must also be posted on the Mississippi Procurement Portal for a minimum of seven (7) days before filing the petition seeking the protective order in a chancery court. Any party seeking a protective order in violation of this subsection may be barred by a state agency from submitting bids, proposals or qualifications for state procurements for a period not to exceed five (5) years.” Any records requested through a public records request shall be released no later than twenty-one (21) days from the date the third parties are given notice by the public body unless the third parties have followed the notification requirements and also filed in chancery court a petition seeking a protective order on or before the expiration of the twenty-one day time period.
7. Please respond to ***Section 3 – Scope of Services*** by restating each service listed and confirm your intention to provide the service as described by responding, “*Confirmed*”. If your firm can provide the service, but not exactly as described, respond, “*Confirmed, but with exceptions*”, and state the specific exceptions. If your firm intends to provide a listed service through a subcontractor, respond, “*Confirmed, service will be provided through subcontractor*”, and name the subcontractor. If your firm is currently unable to provide a listed service, respond by stating, “*Unable to provide this service*”. Any additional details regarding these services should be provided in your responses to the questionnaire, or as additional information included as an appendix to your proposal.
8. In preparing your written response to any RFP question or request for information, you are required to repeat each question, including the number, or requirement followed by your response. Please provide complete answers and explain all issues in a concise, direct manner. If you cannot provide a direct response for some reason (e.g., your firm does not collect or furnish certain information), please indicate the reason rather than providing general information that fails to answer the question. “Will discuss” and “will consider” are not appropriate answers.
9. All information requested is considered important. If you have additional information you would like to provide, include it as Tab 11 to your proposal. It is the proposer’s sole responsibility to submit information relative to the evaluation of its proposal and DFA is under no obligation to solicit such information if it is not included with the proposal. The Board and DFA will use the information contained in your proposal in determining whether you will be selected for contract negotiations. The Board and DFA will consider the proposal an integral part of the contract and will expect you to honor all representations made in your proposal.
10. If DFA determines that the proposer has altered any language in the original RFP, DFA may, at its sole discretion, disqualify the proposer from further consideration. The RFP issued by DFA is the official version and will supersede any conflicting RFP language subsequently submitted in proposals.
11. All documentation submitted in response to this RFP and any subsequent requests for information pertaining to this RFP shall become the property of DFA and will not be returned to the proposer.
12. Failure to provide all requested information and in the required format may result in disqualification of the proposal. DFA has no obligation to locate or acknowledge any information in the proposal that is not presented under the appropriate outline according to these instructions and in the proper location.

## Important Dates

***NOTE: DFA reserves the right to adjust this schedule, as it deems necessary.***

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| --- | --- |
| **June 11, 2019** | RFP Released |
| **June 25, 2019 by 2:00 pm CDT** | Intent to Propose/Questions due at DFA-Office of Insurance |
| **June 28, 2019** | DFA Responses to Vendor Questions to be posted  |
| **July 12, 2019 by 2:00 pm CDT** | Proposals Due at DFA-Office of Insurance |
| **July 19, 2019** | Finalists Selected |
| **July 26, 2019** | Evaluation Completed/Intent to Award Announced  |
| **July 29, 2019** | Contract Award Announced |
| **August 15, 2019** | Contract Effective Date |

## Intent to Propose

All potential proposers are requested, but not required, to submit their **Intent to Propose** no later than June 25, 2019 by 2:00 p.m. CDT. Notice may be submitted via email to InsuranceRFP@dfa.ms.gov. The Intent to Propose should indicate your firm’s primary contact, direct telephone number, and email address. The submission of an Intent to Propose does not obligate your firm to submit a proposal. Likewise, potential proposers are encouraged, but not required, to submit an Intent to Propose.

## Questions and Acknowledgment of Responses

Questions from potential proposers must be submitted in writing via email to InsuranceRFP@dfa.ms.gov and must be received no later than 2:00 p.m. CDT, June 25, 2019, to ensure a response by the June 28, 2019 deadline. Responses to questions will be made available on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/> as an amendment to the RFP on June 28, 2019. Questions received after June 25, 2019, may be considered for response at DFA’s discretion, although there is no guarantee as to if or when DFA will respond. It is the proposer’s sole responsibility to regularly monitor the website for amendments and/or announcements concerning this RFP.

## Statement of Compliance Requirement

Please carefully review the information located in***Section 8 – Statement******of Compliance*** and include a copy **signed by an officer, principal, or owner** of your firm with your completed proposal. Failure to submit a signed Statement of Compliance may result in your proposal being eliminated from further consideration. If you object to any of the terms and conditions included in the draft Financial Audit Services Contract (see Appendix A), or any requirements listed in this RFP, please note and explain your objections on the Statement of Compliance.Clauses in *italic* **blue** type in the draft Financial Audit Services Contract (see Appendix A) are deemed mandatory and are non-negotiable.

## Corrections and Clarifications

DFA reserves the right to request clarifications or corrections to proposals. Any proposal received which does not meet any of the requirements of this RFP, including clarification or correction requests, may be considered non-responsive and eliminated from further consideration.

## Right of Negotiation

Discussions and negotiations regarding price and other matters may be conducted with a proposer who submits a proposal determined to have reasonable likelihood of being selected for award, but a proposal may be accepted without such discussions. DFA reserves the right to further clarify and/or negotiate with the proposer evaluated best following completion of the evaluation of proposals but prior to contract execution, if deemed necessary by DFA. DFA and the Board also reserve the right to move to the next best proposer if negotiations do not lead to an executed contract with the best proposer. DFA reserves the right to further clarify and/or negotiate with the proposer on any matter submitted.

## Acknowledgment of RFP Amendments

Should an amendment to the RFP be issued, it will be posted on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/>. Proposers must acknowledge receipt of any amendment to the RFP by signing and returning the amendment form with the proposal, by identifying the amendment number and date in the space provided for this purpose on the amendment form, or by letter. The acknowledgment must be received by DFA by the time and at the place specified for receipt of proposals. Please monitor the website for amendments to the RFP. DFA responses to questions will be treated as amendments to the RFP and will require acknowledgment.

## Modification or Withdrawal of a Proposal

A proposer may withdraw a submitted proposal by submitting a written notification for its withdrawal to DFA, signed by the proposer, and emailed, or mailed to DFA at the address provided in ***Section 1.3 Instructions to Proposers*** prior to the time and date set for proposal opening. DFA shall not accept any amendments, revisions, or alterations to proposals after the due date unless requested by DFA. Late proposals shall not be considered for award and the proposer shall be so notified as soon as practicable.

## Cost of Proposal Preparation

All costs incurred by the proposer in preparing and delivering its proposal, making presentations, and any subsequent time and travel to meet with DFA regarding its proposal shall be at the proposer’s expense.

## Proposal Evaluation

All proposals received in response to this RFP by the stated deadline will receive a comprehensive, fair, and impartial evaluation. An evaluation committee will evaluate the proposals using a three-phase process, consisting of Compliance, Analysis, and Finalist phases. For proposals determined to be compliant and responsive to the RFP, consensus scoring will be used in the evaluation process using a 100-point scale. For proposals ultimately determined to be finalists, points may be added or deducted based on presentations and site visits, if applicable. Consensus scoring involves a solidarity or general agreement of opinion among evaluators, based on information and data contained in the RFP responses. The evaluation of any proposal may be suspended and/or terminated at DFA’s discretion at any point during the evaluation process at which DFA determines that said proposal and/or proposer fails to meet any of the mandatory requirements as stated in this RFP, the proposal is determined to contain fatal deficiencies to the extent that the likelihood of selection for contract negotiations is minimal, or DFA receives reliable information that would make contracting with the proposer impractical or otherwise not in the best interests of the Board and/or the State of Mississippi. The following describes the evaluation process, including evaluation factors and weights:

**Compliance Phase** - In this phase of the evaluation process, all proposals received will be reviewed by the procurement manager and/or designee to determine if the following mandatory requirements of this RFP have been satisfied:

1. Proposal submission deadline met
2. Required format followed:
	* + - 1. Signed original complete printed proposal
				2. Electronic copy of complete proposal, including attachments in searchable Microsoft Office format, preferably in Word® or PDF® on flash drive or compact disc
				3. An electronic redacted copy of complete proposal, including attachments (as applicable)
				4. An electronic “blind” copy of your proposal
3. Duration of proposal requirement met
4. Minimum Vendor Requirements met
5. Scope of Services Confirmation
6. Narrative Questionnaire (Section 4) answered
7. References (Section 5) provided
8. Service Plan (Section 6) answered
9. Fee Schedule (Section 7) provided
10. Signed Statement of Compliance (Section 8) with high degree of acceptance
11. Signed Acknowledgement of RFP Amendment(s), including the amendment with DFA Responses to Vendor Questions, if any posted
12. Required proposal attachments provided, if any

Failure to comply with these requirements may result in the proposal being eliminated from further consideration. Those proposers passing the Compliance Phase will be evaluated further. DFA reserves the right to waive minor informalities in a proposal in this phase of the evaluation. **Weight – This phase of the evaluation is considered pass/fail.**

**Analysis Phase** - In this phase of the evaluation process, the evaluation committee will utilize consensus scoring to determine numerical scores for each qualified, but de-identified, proposal received, relative to the technical and management factors of each proposal. The procurement manager and/or designee will not participate in the numerical scoring of Technical and Management factors (as described below), but will evaluate the Cost factor for each qualified proposal. Evaluation factors are listed in order of their relative importance and weight:

1. Cost (Weight/Value - 40%) – The competitiveness of the proposed fees.
2. Technical (Weight/Value - 40%) – The quality and completeness of the proposer’s solutions and action plans for providing the services identified, demonstrating understanding, responsiveness, effectiveness, efficiency, and value to the Board in proposed approach.
3. Management (Weight/Value - 20%) – The personnel, equipment, and facilities to provide timely access to comprehensive financial audit services for a plan of comparable size; the ability to technically implement and maintain the structure and resources for providing all services listed in this RFP, demonstrating where applicable the ability to perform the service reflected by technical training, education and general experience of staff and a documented record of past performance of providing financial auditing services.

Upon completion of the Analysis Phase, the evaluation committee will review and compare the numerical scores from among the remaining qualified vendors in order to determine finalists. The top scoring vendor, as well as all other vendors with scores within ten (10) points of the top scoring vendor, will be named as finalists and will be further evaluated.

**Finalist Phase** – In this phase of the evaluation process, the evaluation committee will seek to determine from among the finalists whose proposal is the most advantageous to the Board. This phase consists of the following components:

1. Record of Past Performance of Similar Work (Experience and Qualifications) – From among the finalists, client references will be contacted to verify demonstration of an acceptable level of past performance for programs of a similar size and complexity as the Trust.

**Weight/Value – This component of the evaluation is considered pass/fail.**

1. Best and Final Offer – At DFA’s discretion, all finalists may be given the opportunity to provide a “best and final offer” relative to their financial proposal. DFA will notify finalists if a “best and final offer” may be submitted, and will establish a date and time for submission. Although a finalist is under no obligation to submit such an offer, any such “best and final” offer should include any applicable revised financial exhibits and must be signed by an appropriate representative of your firm. If a finalist chooses to not make a “best and final offer”, the financial proposal included in your firm’s response to the Request for Proposal will be considered as the “best and final offer”. NOTE: Unsolicited “best and final offers”, including but not limited to such offers submitted by non-finalists, will not be accepted.

**Weight/Value – The numerical scores for the Cost factor from the Analysis Phase will be adjusted for any “best and final offer” received from a finalist.**

Upon completion of the evaluation, the evaluation committee will determine the top scoring proposal and provide a recommendation to the Board. The Board will make a determination as to the proposal deemed most advantageous to the Board and will authorize DFA to conduct contract negotiations with the successful vendor. Subsequent to such authorization by the Board, all proposing vendors will be notified in writing of the contract award and afforded the opportunity to participate in a post-award debriefing.

## Post-Award Vendor Debriefing

Subsequent to the contract award, any proposing vendor may request a post-award debriefing, in writing, by U. S. mail or electronic submission. The request must be made within three (3) business days of notification of the contract award. A debriefing is a meeting and not a hearing. Therefore, legal representation is not required. Should the vendor prefer to have legal representation present, the vendor must notify DFA and identify the attorney, DFA shall be allowed to schedule and/or suspend and reschedule the debriefing at a time when a representative from the Office of the Mississippi Attorney General’s office can be present. For additional information regarding the process and procedure for the Post-Award Vendor Debriefing, please refer to the Mississippi Public Procurement Review Board Office of Personal Service Contract Review’s website at <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/pscrb-rules>.

## Right to Consider Historical Information

DFA reserves the right to consider historical information regarding the proposer, whether gained from the proposer’s proposal, conferences with the proposer, references, or any other source during the evaluation process. This may include, but is not limited to, information from any state or federal regulatory entity.

## Right to Reject, Cancel and/or Issue Another RFP

DFA and/or the Board specifically reserves the right to reject any or all proposals received in response to the RFP, cancel the RFP in its entirety, or issue another RFP.

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# MINIMUM VENDOR REQUIREMENTS

The following minimum vendor requirements are mandatory. Failure to meet any of these requirements will result in disqualification of the proposal submitted by your firm. Please respond by restating each requirement, including the number, listed below with documentation that proves specifically how your firm meets that requirement. Note that for purposes of fulfilling the minimum vendor requirements, except as otherwise indicated, “Auditor” refers to the primary contracting auditor only. Please include in your responses the total number of years and types of experience of your firm. If, in the opinion of the evaluation committee, you fail to prove that your firm meets any of these minimum requirements, the proposal will be disqualified from further evaluation. If this happens, you will be notified of the decision and will have an opportunity to provide additional information to prove your firm does meet the minimum requirements. It is incumbent upon the disqualified vendor to respond timely and completely to any such notice as unreasonable delays and/or non-responsive submissions may result in the disqualification being upheld without further review.

**Please respond by restating each minimum vendor requirement and document how your firm meets these minimum criteria.**

1. The **proposing firm** must have **at least five (5) years** of experience as a vendor providing the type and scope of financial audit services for self-insured workers’ compensation programs to be procured through this competitive process. The determination of the length of time a firm has provided these services will be based upon the initial date the firm established a contractual relationship to provide such financial audit services. The proposing vendor must provide sufficient detail to demonstrate it has significant experience in working with programs similar in size and complexity to the Trust by providing a client reference(s). For each client, please specify:
2. Client name, include the name, title, address, email address, and phone number of a person whom we may contact to confirm as needed,
3. The type of work your firm provided to the client,
4. The number of covered lives/premium volume in the client’s group, and
5. Contract effective dates for the time period(s) your firm provided services to the client.
6. The **individual** who will act as the Board’s primary contact shall be, at a minimum, a licensed certified public accountant in the American Institute of Certified Public Accountants and the Mississippi Society of Certified Public Accountants and shall have **at least six (6) years** of experience conducting and supervising independent financial audits for self-insured workers’ compensation programs similar in size and complexity as the Trust. The proposing vendor must provide sufficient detail to demonstrate this auditor has significant experience in working with programs similar in size and complexity to the Trust by providing a client reference(s). For each client, please specify:
7. Client name, include the name, title, address, email address, and phone number of a person whom we may contact to confirm as needed,
8. The type of work your firm provided to the client,
9. The number of covered lives/premium volume in the client’s group, and
10. Contract effective dates for the time period(s) your firm provided services to the client.

### The proposing firm must be an independent entity as defined by generally accepted governmental auditing standards, with no real or perceived conflicts of interest with regard to its relationship with the Mississippi Workers’ Compensation Commission, OSA, DFA, the Board, or with the Trust’s third-party claims administrator. The proposing firm must confirm and provide sufficient detail to demonstrate its standing as an independent entity.

### All services performed on behalf of the Board must be provided within the United States. Please confirm.

### The proposing organization must comply as applicable with Mississippi Code Annotated §79-4-15.01 regarding authorization to transact business in Mississippi. Please confirm.

# SCOPE OF SERVICES

This section contains information on services and procedures that the selected Auditor must provide, or adhere to, in servicing the Board’s account. The descriptions are not all-inclusive, but are provided to alert you to services or procedures that may require additional planning or programming on your part. The following is a list of services the Board expects the successful proposer to provide.

Please respond by restating each service listed below, including the number, and confirm your intention to provide the service as described, respond by stating, “*Confirmed*”. If your firm can provide the service, but not exactly as described, respond by stating, “*Confirmed, but with exceptions*”, and state the specific exceptions. If your firm is currently unable to provide a listed service, respond by stating, “*Unable to provide this service*”. Any additional details regarding these services should be provided in your responses to the questionnaire, or as additional information included as an appendix to your proposal.

The selected Auditor duties and responsibilities shall include, but are not limited to the following services:

1. Annually, the Auditor will perform an independent audit of the financial statements of the Mississippi State Agencies Self-Insured Workers’ Compensation Trust. The audit will be performed for the purpose of expressing an opinion on the Trust’s financial statements, and must comply with the applicable requirements of General Rule 7 of the Rules of the Mississippi Workers’ Compensation Commission (MWCC). The auditing services will be made in conformity with the following guidelines and regulations:
	1. The standards for financial audits set forth in the U.S. Government Accountability Office’s *Government Auditing Standards*, which includes auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants.
	2. Statements of financial accounting standards as prescribed by the Governmental Accounting Standards Board.
2. The aforementioned standards require that the Auditor plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting, or misappropriation of assets. The audits should include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit should also include an assessment of the accounting principles used and significant estimates made by the Trust, as well as an evaluation of the overall financial statement presentation. The Auditor must perform the following procedures unless otherwise advised in writing by DFA and OSA:
3. Hold an entrance conference with the Auditor's auditor-in-charge, DFA’s Internal Audit Staff, Trust Administrator, and OSA’s authorized representatives prior to commencement of any work in order to determine the scope of services, and other related factors.
4. If applicable, provide an “in-relation-to” conclusion on the supporting schedules based on the auditing procedures applied during the audit of the selected funds’ basic financial statements.
5. If applicable, perform certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted in the United States of America auditing standards.
6. Examine the June 30 GAAP reporting packages and underlying records for completeness and accuracy for inclusion in the State of Mississippi’s Comprehensive Annual Financial Report.
7. Prepare and post entries to the trial balance as needed in order to adjust the trial balances. These adjusting entries should be prepared on the DFA entry standardized forms and submitted to the Trust for approval and then submitted to OSA for review and processing within due dates specified by OSA.
8. Prepare a schedule of uncorrected misstatements, have Trust management approve the schedule, and submit it to OSA for inclusion in communication to DFA.
9. Provide OSA the planning materiality level(s) used on the audits of fund GAAP reporting packets for use in performing analysis of unaudited aggregated funds and accounts for the CAFR.
10. Complete audit reports on the fair presentation of state treasury funds audited in conformity with generally accepted accounting principles in the United States of America.
11. Prepare a letter to management on suggestions for improvement in internal control and correction of any noncompliance matters.
12. Conduct an exit conference upon giving prior notice to DFA and OSA.
13. Obtain a plan of corrective action from the Trust as needed and in accordance with instructions provided by OSA.
14. Submit to the OSA a completed “Request for Representations from Other Auditor.”
15. As a part of the audit, the Auditor will consider the Trust’s internal control over financial reporting in order to determine auditing procedures for the purpose of expressing an opinion on the financial statements, and not to provide assurance on the internal control over financial reporting. This consideration will not be sufficient to enable the Auditor to render a separate opinion on the effectiveness of the internal control over financial reporting.
16. Following completion of the audit, the Auditor will issue a *Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards* (GAGAS report) on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards. While the objective of the audit of the financial statements is not to report on the Trust’s internal control over financial reporting and the Auditor is not obligated to search for material weaknesses or significant deficiencies as part of its audit of the financial statements, this report will include any material weaknesses and significant deficiencies found during the audit. A significant deficiency shall be defined as a control deficiency, or combination of control deficiencies, that adversely affects the Trust’s ability to initiate, authorize, record, process, and report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the Trust’s financial statements that is more than inconsequential will not be prevented or detected by the Trust’s internal control. Significant deficiencies that are also material weaknesses shall be identified as such in the report. Deficiencies that were not considered significant enough to be communicated as significant deficiencies shall be reported in a separate letter to management, which shall be referred to in the report on internal controls. This report will also include instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the financial statements or other financial data significant to the audit objectives and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives; or abuse that is material, either quantitatively or qualitatively. The report will describe its purpose and will state that it is not suitable for any other purpose.
17. The objective of the audit is to obtain reasonable assurance that the financial statements are free of material misstatement whether arising from fraudulent financial reporting or misappropriation of assets. The Trust acknowledges that while effective internal control reduces the likelihood that misstatements of this nature may occur and remain undetected, it does not eliminate that possibility. For that reason and because the Auditor uses selective testing in its audit, the Auditor cannot guarantee that material misstatements, if present, will be detected.
18. The financial statements referred to above are the responsibility of the management of the Trust. In this regard, the Trust is responsible for properly recording transactions in the accounting records and maintaining an internal control structure sufficient to permit the preparation of reliable financial statements. The Trust is also responsible for making available to the Auditor, upon request, all of the Trust’s original accounting records and related information, and Trust personnel to whom the Auditor’s staff may direct inquiries.
19. As required by applicable auditing standards, the Auditor will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of the internal control structure. Generally accepted auditing standards also require that the Auditor obtain a representation letter covering the financial statements from certain members of Trust’s management. The results of the audit tests, the responses to the Auditor’s inquiries and the written representations comprise the evidential matter the Auditor will rely upon in forming an opinion on the financial statements.
20. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, the Auditor will perform tests of the Trust’s compliance with provisions of laws, regulations, contracts and grants, violations of which could have a direct and material effect on the financial statements. However, the Auditor’s objective is not to provide an opinion on overall compliance with such provisions. The Auditor shall report immediately to the Trust any preliminary findings of possible fraud, misapplication or misappropriation of funds.
21. The Auditor's procedures must include tests of documentary evidence supporting transactions recorded in the accounts and direct confirmation of cash and investments, verification of liabilities, review of claims reserves in reliance upon the Trust's actuarial computations, among other procedures.
22. The Auditor acknowledges that the Trust and the Mississippi Office of the State Auditor are relying on the timely completion of the audit for inclusion in the State of Mississippi’s *Comprehensive Annual Financial Report (CAFR)*.
23. The scheduling and completion dates for the annual audits will be established by the Board to ensure compliance with internal deadlines, MWCC General Rule 7 deadlines, and *CAFR* completion deadlines. Unless otherwise agreed to in writing by the Trust and the Auditor, the audit must be completed and final report(s) issued to the Trust no later October 1 of each year in which the audited fiscal year ends.
24. The Trust will make every effort to ensure that necessary and required access and information is made available to the Auditor on a timely basis so as not to impede the progress of the audit. Such access and information includes applicable records and resources of the Trust, as well as those of its third party claim administrator and actuary.
25. Upon completion of each annual audit, the Auditor will provide to the Board, ten (10) bound copies, one (1) unbound copy, and one electronic copy in PDF® format of the audited financial statements and any related reports.
26. The Auditor will perform procedures necessary to ensure that subsequent events which may require adjustment to, or disclosure in, the Trust’s financial statements are identified and documented between the date of the issued audit report for the financial statements for the fiscal year and the date the State of Mississippi’s *CAFR* is issued for that fiscal year. The Auditor will provide to the Board and to the Office of the State Auditor a *Subsequent Events Memorandum* to report the findings of these procedures to be considered in preparation of the State Auditor’s opinion of the *CAFR*.
27. The Auditor will maintain full and accurate records with respect to all matters covered under this Contract. Additionally, at the request of the Board, provide the Board all spreadsheets, assumptions, and calculations for any project authorized and funded by the Board in a format acceptable to the Board.
28. The Auditor will be pro-active in presenting recommendations and ideas to the Board regarding the management of the Trust and/or the evaluation of the Trust’s vendors.
29. As requested by the Board, the Auditor will provide such advice and consultative services regarding issues and matters of impact or interest to the Trust for which the Auditor has the technical capability to render. Such services may include, but are not limited to, specific auditing/accounting consultative services, technical advice and/or training in related workers' compensation accounting issues/procedures directly related to the audit of the financial statements.
30. If so requested by the Board, the Auditor will provide testimony to the Mississippi State Agencies Self-Insured Workers’ Compensation Board of Trustees, the Mississippi Workers' Compensation Commission, and/or the State Legislature, on matters directly related to the audit of the financial statements, as needed.
31. As requested by the Board, provide other such services for which the Auditor has the technical capability to render.
32. The Auditor shall maintain throughout the contract period, at its own expense, professional liability insurance. Such policy of insurance shall provide a minimum coverage of One Million Dollars ($1,000,000) per occurrence, Three Million Dollars ($3,000,000) annual aggregate through an insurance company licensed by the Mississippi Department of Insurance. The insurance certificate shall be due within 30-days of contract execution. On an annual basis, an updated certificate reflecting the minimum coverage shall be submitted.

It is mutually understood and agreed by both parties that any agreement resulting from this RFP will not necessarily be an exclusive contract and that the Board and/or DFA is free to contract with other professionals to perform similar and like services as those contained in this contract.

# NARRATIVE QUESTIONNAIRE

1. Provide the name, title, mailing address, email address, and telephone number of the contact person for this proposal.
2. State the full name of your firm, and provide the address, and telephone number of your principal place of business.
3. List the office that will service the Board. If it is located at a different address than the home office, provide the complete address, phone number, and fax number for this office.
4. Describe your organizational structure. Indicate whether your firm operates as a corporation, partnership, individual, etc. If it is incorporated, include the state in which it is incorporated, and list the names and occupations of those individuals serving on your firm’s Board of Directors.
5. List the name and principal occupation or business of any person or entity owning 10% or more of your firm.
6. Describe any ownership or name changes your firm has been through in the past three years. Are any ownership or name changes planned?
7. Describe any changes in the organizational structure that have occurred within your firm over the past twenty-four (24) months or are anticipated during the next twenty-four months (24) including, but not limited to, addition or elimination of product or business lines, mergers, acquisitions, etc.
8. How long has your firm been providing workers’ compensation financial audit services? Please indicate the month and year in which your firm was established.
9. What was the average number of employees of your firm during calendar year 2018? Please list the net change in the number of employees in your firm from December 2017 to December 2018, with explanation if change is significant.
10. State if the proposed account executive, any officers or principals and/or their immediate families are, or have been within the preceding twelve (12) months, employees of the State of Mississippi.
11. Provide a brief description of any outside vendors or subcontractors that will be involved in providing key services detailed within your proposal. Please include the term of your current contract with each vendor or subcontractor. Describe the nature of the relationship with the subcontractor, including any ownership interest.
12. Has your firm ever been involved in a lawsuit involving any area covered by this RFP? If yes, provide details including dates and outcomes.
13. During the past five (5) years, has your firm, related entities, principals or officers ever been a party in any material criminal litigation, whether directly related to this RFP or not? If so, provide details including dates and outcomes.
14. Has your firm been cited or threatened with citation within the last three (3) years by federal or state regulators for violations of any federal, state, or local law or federal, state or local regulation? If the answer is yes, please describe the circumstances in detail.
15. Has your firm had any HIPAA breaches or incidents determined to be reportable to the U.S. Department of Health and Human Services (HHS) within the last five (5) years? If the answer is yes, please describe the circumstances and the corrective action in detail.
16. Confirm that your firm is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any federal department or agency, or by any political subdivision or agency of the State of Mississippi.
17. The selected Auditor must cooperate with the Board and/or DFA and OSA, as well as with all other contractors of the Board and/or DFA with respect to ongoing coordination and delivery of services and in any transition of responsibilities. Confirm you will comply with this requirement.
18. Identify the auditor who will serve as the primary contact for the Board. Provide the name(s) of the all auditor(s) to perform the work for the Board and a brief statement as to why each auditor is qualified to provide services to the Board.
19. Provide a complete résumé for each auditor who will be assigned to render services to the Board, including detailed information on any special training or designations.
20. Provide a copy of your firm’s most recent external quality review report, including a statement indicating whether that quality review included a review of specific government engagements.
21. State if your firm currently provides any services, directly or indirectly, to any of the following entities or individuals. If so, provide a brief description of services provided.

Related State Agencies:

Mississippi Department of Finance and Administration

Mississippi Office of the State Auditor

Mississippi Workers’ Compensation Commission

Trust Vendors:

AmFed Insurance Services LLC

Cannon Cochran Management Services, Inc.

Madison Consulting Group, Inc.

Trust Board Members:

Ryan Beard, Kelly Breland, Phil Hardy, Cassandra Moore, Cassandra Walter

Trust Administrator:

Richard D. Self

1. Please confirm the proposal is valid for at least 180 days subsequent to the date of submission.

# REFERENCES

1. List up to six (6) clients for whom your firm has provided workers’ compensation financial audit services similar to those requested in this RFP. For each client, the list must specify the type work performed by your firm, the number of covered lives in the client’s group, and the annual claims and/or premium volume, and the period of time retained as a client. One of the six should be the longest standing client and one should be the client with the largest employee population/premium volume. Include at least one governmental client if applicable. For each client, the list must specify:

#### Client name, include the name, title, address, email address, and phone number of a person whom we may contact to confirm as needed,

#### The type of work your firm provided to the client,

#### The number of covered lives/premium volume in the client’s group, and

#### Contract effective dates for the time period(s) your firm provided services to the client.

1. List all clients that have discontinued use of your workers’ compensation financial audit services since January 1, 2017 and your understanding of their discontinued use of your services. For each client, the list must specify:

#### Client name, include the name, title, address, email address, and phone number of a person whom we may contact to confirm as needed,

#### The type of work your firm provided to the client,

#### The number of covered lives/premium volume in the client’s group, and

#### Contract effective dates for the time period(s) your firm provided services to the client.

# SERVICE PLAN

## General Account Management

1. Provide the name(s) of the auditor(s) who will provide services to the Board and a brief statement as to why each auditor is qualified to perform this work. Specifically identify the account executive who will serve as the primary contact for the Board. The Board understands that auditor(s) will be assigned to projects based on the type of project to be undertaken and the expertise and experience of the individual auditor. Briefly identify the area(s) of expertise for each auditor and provide specific examples of previous work.
2. The Board and OSA must have prompt and direct access throughout the contract period to the auditor(s). Address in detail how your firm will provide access of the auditor(s) to the Board and OSA.

## Financial Audit Services

1. Describe your process for conducting a comprehensive and objective financial audit. Please describe the areas that will be covered by the audit. Please provide three “sanitized” examples of a financial audit report written by your firm within the past three (3) years. These examples should not include any auditor or client identifiers.
2. Describe your firm’s system controls, security protocols, and any other resources used to ensure the confidentiality and integrity of the Trust’s data and information. Describe your firm’s information and data systems generally.
3. What information or services will you need from the Board and/or DFA or OSA to ensure a smooth audit?
4. Have you performed financial audits of other state workers’ compensation plans? Please provide a brief description of the specific audit duties and the number of covered lives for the plan and indicate if the plans were self-insured.
5. Describe your knowledge/experience with the Mississippi worker’s compensation environment.

## Client Service and Communications

1. Detail your ability to monitor regulatory and legislative developments at both the State and federal level, and how this will be communicated to the Board.
2. Do you publish newsletters and other informative publications that are routinely provided to your clients? If so, please provide recent samples.
3. The Board may request the auditor with whom it contracts to provide information on current workers’ compensation practices and procedures. Describe your ability to assist the Board with such inquiries. Include recent examples of any such reports or communications you prepared, redacted as needed, to demonstrate your experience and proficiency in this area.

# FEE SCHEDULE

DFA’s requirements regarding compensation are as follows:

1. The fees listed in ***Section 7 –*** ***Fee Schedule for Financial Audit Services***, shall constitute the entire compensation due to the Auditor for services and all of the Auditor’s obligations hereunder regardless of the difficulty, materials, or equipment required. The fees include, but are not limited to, all applicable taxes, fees, general office expense, travel, overhead, profit, and all other direct and indirect costs, incurred or to be incurred, by the Auditor. Neither the Board nor DFA shall provide any prepayments or initial deposits in advance of services being rendered. Fees for services provided by the Auditor shall be billable to the Board and/or DFA in arrears on a monthly basis. Only those services agreed to by Contract shall be considered for reimbursement and/or compensation by the Board or DFA. Payment for any and all services provided by the Auditor to the Board shall be made only after said services have been duly performed and properly invoiced. The hourly rates and maximum project fees listed in ***Section 7 –*** ***Fee Schedule for Financial Audit Services*** are firm for the duration of this contract and are not subject to escalation for any reason, unless this contract is duly amended.
2. The Auditor must submit all invoices, in a form acceptable to DFA (provided that such acceptance will not be unreasonably withheld) with all the necessary supporting documentation, prior to any payment to the Auditor of any administrative fees. Administrative fees must be invoiced on a monthly basis, in sufficient detail and format as determined by DFA. Such invoices shall include, at a minimum, a description of the service(s) provided, the quantity or number of hours billed, the compensation rate, the time period in which services were provided, total compensation requested for each individual service being billed, and total administrative fees requested for the period being invoiced. The Board and/or DFA agree to make payment to the Auditor on any undisputed amounts within thirty (30) days from the date services were rendered or the date of receipt of the invoice, whichever comes last. Upon the effective date of termination of this contract, the Auditor’s obligation to provide any further services under this contract shall cease. The Auditor shall, however, remain liable for any obligations arising hereunder prior to the effective date of such termination. No additional compensation will be provided by the Board or DFA for any expense, cost, or fee not specifically authorized by this contract, or by written authorization from the Board and/or DFA.
3. The payment of an invoice by the Board or DFA shall not prejudice Board’s nor DFA’s right to object or question any invoice or matter in relation thereto. Such payment by the Board or DFA shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any costs invoiced therein. Auditor’s invoice or payment shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the Board or DFA, on the basis of audits, not to constitute allowable costs. Any payment shall be reduced for overpayment, or increased for underpayment on subsequent invoices. For any amounts which are or shall become due and payable to the Board and/or DFA by the Auditor, the Board and DFA reserve the right to (1) deduct from amounts which are or shall become due and payable to the Board or DFA under contract between the parties; or (2) request and receive payment directly from the Auditor within fifteen (15) days of such request, at the Board’s and/or DFA’s sole discretion.
4. Compensation to the Auditor for travel must be approved in advance by DFA, and shall be subject to the following criteria:
	1. In order to be compensable, travel expenses must be reasonable and necessary for the fulfillment of the project and contractual obligations;
	2. Air travel reimbursement will be limited to “Coach” or “Tourist” class rates, and must be supported by a copy of an original invoice;
	3. Meals and lodging expenses will be reimbursed in the amount of actual costs, subject to the maximum per diem as defined in the Federal Register. A copy of all hotel receipts must be provided. A copy of meal receipts is not necessary;
	4. Taxi fares, reasonable rental car expenses, and airport parking expenses will be reimbursed in the amount of actual costs, and must be supported by a copy of an original receipt/invoice;
	5. Personal automobile mileage and related costs are not compensable expenses;
	6. Time spent in “travel status” is not compensable. Hourly rates in ***Section 7 –*** ***Fee Schedule for Financial Audit Services*** are to be charged for actual hours worked only and shall not include travel time.

FEE SCHEDULE FOR

FINANCIAL AUDIT SERVICES

Our firm’s hourly charges to provide financial audit services, along with maximum annual project rates to provide financial audit services to the Board of Trustees for the Mississippi State Agencies Self-Insured Workers’ Compensation Trust and DFA are listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1****8/15/19 – 6/30/20** | **Year 2****7/1/20 – 6/30/21** | **Year 3****7/1/21 – 6/30/22** | **Year 4****7/1/22 – 6/30/23** | **Year 5\*****7/1/23 – 6/30/24** |
| Partner |  |  |  |  |  |
| Manager |  |  |  |  |  |
| Supervisor |  |  |  |  |  |
| Senior |  |  |  |  |  |
| Clerical |  |  |  |  |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

**\*** *Optional Renewal Year*

**MAXIMUM PROJECT COSTS**

Maximum project fees are not to be construed as the annual fees to be paid for each project. The amount paid each year for the specified annual project will be the lesser of the total fees based on the fee schedule above, or the stated maximum project cost listed below. Maximum project fees include any and all necessary expenses, including but not limited to travel, unless otherwise approved by the Board or DFA.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1****8/15/19 – 6/30/20** | **Year 2****7/1/20 – 6/30/21** | **Year 3****7/1/21 – 6/30/22** | **Year 4****7/1/22 – 6/30/23** | **Year 5\*****7/1/23 – 6/30/24** |
| Annual Audit of Financial Statements for CAFR including review of subsequent events |  |  |  |  |  |

**\*** *Optional Renewal Year*

By submission of this proposal, we hereby certify that the fees submitted in response to the RFP have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other proposer or competitor relating to those fees, the intention to submit a proposal, or the methods or factors used to calculate the fees proposed. By submission of this proposal, we hereby certify that we have not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

# STATEMENT OF COMPLIANCE

This section contains the Statement of Compliance and Draft Financial Audit Services Contract. You must submit a signed Statement of Compliance with your proposal. If you object to any of the contract conditions or any requirements listed in this RFP, please note and explain your objection on the Statement of Compliance.

*Statement of Compliance*

We agree to adhere to all conditions and requirements as set forth in the *Mississippi State Agencies Self-Insured Workers’ Compensation Trust’s Request for Proposal for Financial Audit Services* dated June 11, 2019, including the conditions contained in the draft contract included as *Appendix A – Draft Financial Audit Services Contract*, except as listed below:

An original signature is required below.

 Name Date

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title Firm

Please have the appropriate officer sign this statement and include it as a part of your proposal