

**November 30, 2018**

**Smart Start Fiscal Monitoring Request for Proposal**

**Purpose:** Wake County Smart Start, Inc. is currently seeking a CPA firm to perform Agreed-Upon Procedures engagements in accordance with the standards established by the American Institute of Certified Public Accountants. The engagement will involve the external fiscal monitoring of State pass-through funds in contract, currently with 9 direct service providers who manage 11 activities, and internal monitoring of 3 activities managed by Wake County Smart Start, Inc. 9 providers are located in Wake County and 1 in Chapel Hill. This contract will cover 3 fiscal years, FYE 6/30/2019, 6/30/2020, 6/30/2021, and will be renewable only after a satisfactory evaluation of performance and is subject to availability of funds.

**Scope of Work:** Evaluation of direct service providers' compliance with the following: allowable costs and cost principles; equipment controls; cost allocations and overhead/indirect costs. For internal activities: compliance with activity descriptions and documentation of services provided. A report of monitoring results for each activity is required. See Attachment 1 - Monitoring Programs for procedures conducted in fiscal monitoring of direct service providers and internal activities. A list of direct service providers, internal activities and grant amounts is also attached – Attachment 2.

**Time period:** Services to be completed no later than May 31<sup>st</sup> of each fiscal year.

**Project Costs:** Respondents must propose an hourly rate that would be charged for services along with an estimate of the time required.

**Proposal Requirements:** Proposal should include the following information: a description of professional background and experience auditing programs financed by federal, state and local funding agencies, non-profit organizations and commercial entities; the size and organizational structure of the firm; a description of the audit team, including their position in the firm, total years and types of experience; a statement of understanding of the work to be performed, including time estimates; references.

**Due Date:** Proposals may be submitted no later than **5:00 p.m. January 4, 2019**, to the attention of: Gary Carr, Director of Finance, Wake County Smart Start, Inc., 4901 Waters Edge Drive, Suite 101 Raleigh, NC 27606 or via email to [gcarr@wakesmartstart.org](mailto:gcarr@wakesmartstart.org).