



## **Request for Proposals for Audit Services**

RFP No. 2020-GA-02

**Massachusetts Technology Collaborative**  
75 North Drive  
Westborough, MA 01581-3340  
<http://www.masstech.org>

**Procurement Team Leader: Mary Creamer**

<b>RFP Issued:</b>	<b>January 28, 2020</b>
<b>Questions Due:</b>	<b>February 10, 2020</b>
<b>Answers to Questions Posted:</b>	<b>February 18, 2020</b>
<b>Responses Due:</b>	<b>March 10, 2020</b>

## 1. INTRODUCTION

Massachusetts Technology Collaborative (“Mass Tech Collaborative”) is issuing this Request for Proposals for Audit Services (RFP No.2020-GA-02) (the “RFP” or “RFP”) to solicit responses from qualified firms (“Applicants”) interested in providing services related to auditing Mass Tech Collaborative’s financial statements and internal controls, as more fully set forth in this RFP. Applicants will be competing against each other for selection to provide the services set forth herein (the “Services”). The submissions of all Applicants shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFP, and a single Applicant may be selected.

Mass Tech Collaborative will enter into a *Services Agreement and Statement of Work* with selected Applicants containing certain standard provisions (the “Agreement”), located at [HERE](#).

Mass Tech Collaborative reserves the right to amend the Agreement at any time prior to execution. Applicants should review the Agreement as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their Application. **A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement’s general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.**

### 1.1 COMPANY OVERVIEW

#### **ABOUT MASSTECH:**

The Massachusetts Technology Collaborative (MassTech) is a quasi-public state authority created by Chapter 40J of the Massachusetts General Laws to support the growth and competitiveness of the Massachusetts tech and innovation economy. Through investments, programs, partnerships and research, MassTech is driving opportunities for innovative ideas and companies to start, locate, grow and thrive in regions and communities across the Commonwealth. MassTech supports initiatives that provide for the talent, finance, infrastructure and other resource needs of a vibrant innovation ecosystem, and helps the Commonwealth gain economic benefit from innovative research and development. In collaboration with industry, academia, and government partners, MassTech is driving innovation and supporting a vibrant economy statewide.

MassTech’s audited financial statements can be found on our website at: <https://masstech.org/masstech/annual-reports>.

MassTech carries out its mission through the programs of three primary divisions:

#### **INNOVATION INSTITUTE:**

The Innovation Institute at the Massachusetts Technology Collaborative supports the development of regional innovation ecosystems to increase economic opportunities for the Commonwealth. Working with partners across all sectors, the Institute designs and leads programs; manages grant investments; and conducts and sponsors new analysis to help strengthen the underlying conditions that give rise to and sustain innovation-driven economies. Additional information about the Innovation Institute and its programs can be found on our website at: <https://innovation.masstech.org/>

#### **MASSACHUSETTS BROADBAND INSTITUTE:**

The Massachusetts Broadband Institute at MassTech (MBI) is working to extend high-speed Internet access to homes, businesses, schools, libraries, medical facilities, government offices, and other public places across the Commonwealth. Additional information about the MBI and its programs can be found

on our website at: <https://broadband.masstech.org/>. MBI completed construction of an open-access, middle mile fiber-optic network in early 2014. The network stretches across 120+ western and central Massachusetts communities and was the first step in bringing high-speed internet to all parts of the state. It is used to serve community anchor institutions and as part of the solution for the last mile connections to residents and businesses in the regions still lacking high-speed internet services. Additional information about the fiber-optic middle mile network can be found on our website at: <https://broadband.masstech.org/middle-mile-program/massbroadband-123-operations>

#### **THE MASSACHUSETTS EHEALTH INSTITUTE:**

The Massachusetts eHealth Institute at the Massachusetts Technology Collaborative (MeHI), supports the adoption and growth of digital health innovation, in order to deliver safer, more efficient, and more affordable healthcare and increase the Commonwealth's economic competitiveness. In collaboration with healthcare, technology, and government partners, MeHI is catalyzing the development, adoption and effective use of Health IT among providers, and is helping the Commonwealth accelerate the growth of innovative digital health products and companies through the Mass Digital Health Initiative. Additional information about MeHI and its programs can be found on our website at: <https://mehi.masstech.org/>

## **2. SERVICES REQUIRED**

### **2.1 Context**

The Mass Tech Collaborative is seeking to procure the services of a public accounting firm to perform an annual financial audit of the financial statements of Mass Tech for fiscal years ending June 30<sup>th</sup> of 2020, 2021 and 2022, with options to renew for two additional one-year terms. MassTech is likely to receive federal funding during fiscal year 2020 that will require an audit on Mass Tech Collaborative's compliance in accordance with the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement. We anticipate that this funding won't reach the level to require an audit until FY2021.

### **2.2 Scope of Services**

Annual Financial Audit (including OMB A-133 Compliance audit when needed): The audit should be performed in accordance with auditing standards generally accepted in the United States of America and standards applicable to the financial audits contained in Government Auditing Standards as set by the Comptroller General of the United States.

The services that will be required shall include:

- I. An independent financial audit of the financial statements for the purposes of forming an opinion of the basic financial statements and to determine whether operations were conducted in accordance with all statutory and legal requirements, including a report on internal control over financial reporting and on compliance and other matters based upon the audit performed in accordance with Government Auditing Standards;
- II. An independent audit in accordance with OMB A-133 for each federal program requiring such audit in any fiscal period. MassTech Collaborative anticipates being awarded as a subrecipient under a federal grant. As stated above, we do not anticipate exceeding the annual dollar threshold requiring an A-133 audit until FY2021.
- III. Informing the organization of requirements of all new accounting and financial reporting pronouncements of the Governmental Accounting Standards Board ("GASB") and other applicable standards; and

- IV. Providing guidance and advice on financial accounting and reporting issues on an as needed basis as well as through regular quarterly meetings with the Mass Tech Collaborative finance team.

The selected firm shall be expected to manage to the following audit schedule:

- Audit planning – May
- Interim Audit Fieldwork – Mid June/early July
- Audit fieldwork – Late August through September
- Audit reports finalized – Mid-October
- Participation in the meeting of the Finance and Audit Committee of the Mass Tech Collaborative Board of Directors – Mid-to-late November

Required Deliverables of this engagement will include (i) Audited Annual Financial Statement, (ii) Audited Annual Financial Statement including A-133 Report as required under federal grant requirements, (iii) Presentation Materials for the Finance and Audit Committee, and (iv) Notifications of any GASB updates.

### **2.3 Eligibility**

The selected audit firm(s) shall have the following minimum qualifications:

- (a) The firm must be a certified public accounting firm.
- (b) The firm must meet the independence standards of U.S. General Accounting Office's Government Auditing Standards, as revised.
- (c) The managing personnel of the firm assigned to Mass Tech Collaborative's audit must have at least five years of experience in the audit of governmental organizations.
- (d) The firm and assigned personnel must comply with applicable requirements for peer review and continuing professional education.

## **3 EVALUATION PROCESS AND CRITERIA**

### **3.1 Process**

The Mass Tech Collaborative shall evaluate each Application that is properly submitted. As part of the selection process, Mass Tech Collaborative may invite finalists to answer questions regarding their Application in person or in writing. In its sole discretion, Mass Tech Collaborative may also choose to enter into a negotiation period with one or more finalist Applicant(s) and then ask the Applicant(s) to submit a best and final offer.

### **3.2 Criteria**

Selection of an Applicant to provide the services sought herein may be based on criteria that include but are not limited to:

- (a) Experience and qualifications of the firm, and more specifically individual team members to be assigned to the engagement, in the auditing of other similar governmental organizations and/or

agencies and entities as well as the commitment from the firm to maintain the same audit team for all three years.

- (b) Proposal's responsiveness to RFP requirements.
- (c) Firm and staff's competence and knowledge demonstrated during the interview process, if applicable.
- (d) Technical expertise, communication skills and flexibility to conduct the audit in an efficient and effective manner.
- (e) Approach to the audit and ability to adhere to proposed schedule and overall demonstration in the proposal that the firm has an understanding of the audit's objective(s), the organization's needs, and the final products to be delivered.
- (f) Price.
- (g) Compliance with eligibility requirements in Section 2.3.

While the order of these factors does not generally denote relative importance, Mass Tech Collaborative acknowledges that selecting "best value" providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates and caps on fees, and (2) strong experience and demonstrated expertise in providing Audit Services.

Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to obtain the "best value" provider of the Audit Services. Mass Tech Collaborative may or may not seek additional information from Respondents prior to making a selection.

Lack of debarment status by either the state or federal government is also required.

## 4 APPLICATION PROCESS

### 4.1 Application and Submission Instructions

Applicants are cautioned to read this RFP carefully and to conform to its requirements. Failure to comply with the requirements of this RFP may serve as grounds for rejection of an Application.

- a. All Applications must be submitted in writing, in Microsoft Word format, on 8 ½ x 11 paper (including all Required Submissions, see below), with one (1) unbound original; and 4 bound copies (no three ring binders); and one electronic version thereof.
- b. Required Submissions- All Applications must include the items listed below:
  - Application Cover Sheet ([Attachment A](#))
  - Authorized Respondent's Signature and Acceptance Form ([Attachment B](#)). **By executing the Authorized Applicant's Signature and Acceptance Form and submitting a response to this RFP, Applicants certify that they (1) are in compliance with the terms, conditions and specifications contained in this RFP, (2) acknowledge and understand the procedures for handling materials submitted to the Mass Tech Collaborative as set forth in subsection d. below, (3) agree to be bound by those procedures, and (4) agree that the Mass Tech Collaborative shall not be liable under any circumstances for the disclosure of any materials submitted to the Mass Tech Collaborative pursuant to this RFP or upon the Applicant's selection.**

Exceptions to the Services Agreement and Statement of Work, located [HERE](#), if any.

- Application, which shall include:

Executive Summary: Respondents should provide a summary of their organization, their qualifications and their proposed approach for working with Mass Tech Collaborative. This summary should be a maximum of two (2) pages in length.

Approach to Services: Respondents must provide a detailed description of the approach they will use to complete the project and provide the required deliverables, including a high-level project plan. Respondents must be able to meet the required report issuance date of October 31<sup>st</sup>. Respondents must provide a clear and concise task-oriented work plan and schedule for the project. Respondents may use the following schedule template, adding any associated key sub tasks as necessary.

Task	Start Date	End Date	Responsible Party
Planning and Kick Off Meeting			
1. enter subtask			
2. enter subtask, etc.			
Fieldwork			
1. enter subtask			
2. enter subtask, etc.			
Report Preparation			
1. enter subtask			
2. Final Report Completed			
Report issued and presented to the Finance and Audit Committee			
1. enter subtask			

Statement of Respondent's Qualifications: All responses must include a statement of the Respondent's history, along with its qualifications and experience to provide the Services identified in the RFP.

Staff Qualifications: All responses must include resumes or an equivalent bio of each individual who will be providing the Services under any work order, as well as written descriptions of the individual's background and experience. All Respondents must identify the following individual(s): the person who will serve as the managing partner and the audit manager; the person who will have primary responsibility for contact and communications with Mass Tech Collaborative; and the person who is authorized to negotiate and contractually-bind the Respondent. Mass Tech Collaborative reserves the right to investigate and to review the background of any or all personnel assigned to work under the Master Agreement, including any work orders thereto, and, based on such investigations, at its sole discretion, to reject the use of any persons. Any changes to the project personnel shall require formal written approval by Mass Tech Collaborative. Mass Tech Collaborative reserves the right to terminate the Master Agreement and/or any work order if changes are not approved.

References: All responses must include references from at least three (3) of the Respondent's clients who have utilized the firm on matters of a similar size, scope and complexity to the Services set forth in this RFP. All references must include a contact name, address, and telephone number.

Billing Rates and Structure: Respondents are required to include the following information in their response.

- Using the form appended hereto as Attachment C, Respondent shall provide a cost proposal as follows:
  - The cost proposal should be broken down into two components: (i) the costs of the annual audit of the financial statements of Mass Tech Collaborative and (ii) the costs for the A-133 audit. In addition, the cost proposal should provide the cost for these components for fiscal years 2021 through 2024 reflecting any projected changes resulting from a better understanding of Mass Tech Collaborative after the first year (fiscal year 2020) or any standard increases. The cost proposal should also note any other assumptions or considerations. **The fee being proposed for each component will be considered a fixed fee cost.**
  - A schedule of hourly rates and projected level of effort by personnel identified in the qualification statement above and rate categories for other personnel that may work on specific assignments. This information will allow Mass Tech Collaborative to understand the Respondents approach to staffing and anticipated level of involvement for various roles.
  - As a general policy, Mass Tech Collaborative does not pay mark-ups on reimbursables or out-of-pocket expenses. For travel costs, Mass Tech Collaborative pays the IRS Standard Mileage Rate.

Tax Law Compliance: All responses must include an affidavit of compliance with all corporate filing requirements and compliance with state tax laws. Submission of the signed Authorized Respondent's Signature and Acceptance Form (Attachment B) shall satisfy this requirement.

- c. Applications **must** be delivered as follows:

**Hardcopy applications must be submitted to-**

RFP No. 2020-GA-02  
 Massachusetts Technology Collaborative  
 75 North Drive  
 Westborough, MA 01581

**With the electronic version submitted to-**

proposals@masstech.org (please include the RFP number in the subject heading).

- d. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this RFP shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If an Applicant wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Applicant must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. fourteen (14) business days prior to the required date of Application submission set forth in Section 4.2 below. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Applicant. The General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the General Counsel approves the request, the Applicant shall clearly label the relevant information and/or documentation as "**CONFIDENTIAL**" in the Application and **shall only include the confidential material in the hard copy of the Application**. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

#### 4.2 Application Timeframe

The application process will proceed according to the following schedule. The target dates are subject to change. Therefore, Applicants are encouraged to check Mass Tech Collaborative's website and CommBuys frequently for updates to the schedule.

Task	Date:
RFP Released	January 28, 2020
Questions Due	February 10, 2020 @ 5 PM EST
Question and Answer File Posted	February 18, 2020 @ 5 PM EST
Applications Due	March 10, 2020 @ 3 PM EST

#### 4.3 Questions

Questions regarding this RFP must be submitted by electronic mail to [proposals@masstech.org](mailto:proposals@masstech.org) with the following Subject Line: "Questions – RFP No. 2020-GA-02". All questions must be received by 5:00 p.m. EST on February 10, 2020. Responses to all questions received will be posted on or before 5:00 p.m. on February 18, 2020 to Mass Tech Collaborative and CommBuys website(s).



## **5.0 GENERAL CONDITIONS**

### **5.1 General Information**

- a) If an Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- b) This RFP, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Applicants, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- c) On matters related solely to this RFP that arise prior to an award decision by the Mass Tech Collaborative, Applicants shall limit communications with the Mass Tech Collaborative to the Procurement Team Leader and such other individuals as the Mass Tech Collaborative may designate from time to time. No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Applicants may contact the Procurement Team Leader for this RFP in the event this RFP is incomplete.
- d) The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Applicants requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- e) Applicant's Application shall be treated by the Mass Tech Collaborative as an accurate statement of Applicant's capabilities and experience. Should any statement asserted by Applicant prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the Application and/or terminate of any resulting Agreement.
- f) Costs that are not specifically identified in the Applicant's response and/or not specifically accepted by Mass Tech Collaborative as part of the Agreement will not be compensated under any contract awarded pursuant to this RFP.
- g) Mass Tech Collaborative's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Applicant will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Applicant is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Applicant.
- h) Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

### **5.2 Posting of Modifications/Addenda to RFP**

This RFP has been distributed electronically using the Mass Tech Collaborative and COMMBUYS websites. If the Mass Tech Collaborative determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Applicant to check the Mass Tech Collaborative and COMMBUYS websites for any addenda or modifications to the RFP. The Mass Tech Collaborative accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date RFP.

**Attachment A**  
**Application Cover Sheet**

Name of Respondent			
Mailing Address	City/Town	State	Zip Code
Telephone	Fax	Web Address	
Primary Contact for Clarification		Primary Contact E-mail Address	
Authorized Signatory		Authorized Signatory E-mail Address	
Legal Status/Jurisdiction (e.g., a Massachusetts Corporation, LLC, LLP, etc.)		Respondents DUNS No.	

**Attachment B**  
**Massachusetts Technology Collaborative**  
**Authorized Applicant's Signature and Acceptance Form**

The undersigned is a duly authorized representative of the Applicant listed below. The Applicant has read and understands the RFP requirements. The Applicant acknowledges that all of the terms and conditions of the RFP are mandatory, and that Applicant's response is compliant with such requirements. The Applicant specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section 4.1 (d) of the RFP, and specifically agrees that it shall be bound by those procedures.

The Applicant understands that, if selected by the Mass Tech Collaborative, the Applicant and the Mass Tech Collaborative will execute an Agreement specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the [Agreement](#); or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter-proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Applicant agrees that the entire bid response will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Applicant is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant: \_\_\_\_\_  
(Printed Name of Applicant)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C  
Cost Proposal**

(see attached Excel spreadsheet for template)

Task	FY2020	FY2021	FY2022	FY2023	FY2024
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -
A-133 Audit *		-	-	-	-
Other Costs:					
	-	-	-	-	-
	-	-	-	-	-
<b>Total Fixed Fee Proposed</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>* As needed but It is anticipated that an A-133 audit will not be required in FY2020.</i>					
<b>Basis for Fixed Fee Proposal</b>					
Staff Name and/or title of those that would provide services for the proposed engagement	Proposed Rate or Blended Rate per Hour	FY20 Projected Annual Audit level of involvement (Hours)	FY2021-2024 Projected Annual Audit level of involvement (Hours)	Projected A-133 Audit level of involvement (Hours)	
<b>Total Projected Hours for Establishing Fixed Fee</b>		0	0	0	