

## Advertisement for Request for Proposals

**Project Name:** Internal Audit Services

**Project Number:** 298-RFP-InternalAuditServices-24

Pursuant to the City of Asheville's Procurement, Purchasing and Contracting Policy, Proposals will be received by the City of Asheville for the following:

**Description of Work:**

The City of Asheville, NC is seeking proposals from qualified firms to provide internal audit services for a three (3) year period from the start of the contract.

The firm shall provide all necessary labor, supervision, supplies, materials, and equipment to properly perform the full range of internal audit services for a period of three (3) years. This includes but is not limited to risk assessments, compliance audits, internal control audits, fiscal and contract compliance audits, forensic audits, Information Technology audits and Financial Fraud Waste and Abuse hotline investigations. The Contractor may also be required to perform services that are considered non-audit services as defined by Generally Accepted Government Auditing Standards as well as consulting services as defined by the International Standards for the Professional Practice of Internal Auditing.

The work will be conducted under the following professional standards as appropriate:

- International Standards for the Professional Practice of Internal Auditing
- Government Auditing Standards
- Title 2 U.S. Code of Federal Regulations part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance)

**Proposal Schedule:**

<b><u>RFP Issued:</u></b>	Tuesday, September 12, 2023
<b><u>Pre-Proposal Meeting</u></b>	Monday, September 18, 2023 3:00-3:30 PM EST Google Meet joining info Video call link: <a href="https://meet.google.com/ydc-fkei-rxx">https://meet.google.com/ydc-fkei-rxx</a> Or dial: (US) +1 262-843-5146 PIN: 355 467 904# More phone numbers:

	<a href="https://tel.meet/ydc-fkei-rrx?pin=8781614909166">https://tel.meet/ydc-fkei-rrx?pin=8781614909166</a>
<b><u>Questions Deadline</u></b>	Wednesday, September 20, 2023 by 5:00pm EST
<b><u>Addendum</u></b>	Monday, September 25, 2023 by 5:00pm EST
<b><u>Deadline for RFP Responses</u></b>	Friday, October 6, 2023 by 5:00pm EST

Pre-Proposal Meeting attendance is highly encouraged but not mandatory.

#### **Proposal Documents:**

This Request for Proposals (RFP) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of RFP Documents including any addendum obtained from any other source.**

The City of Asheville reserves the right to reject any or all proposals and to waive informalities.

#### **Information:**

All questions concerning this Request for Proposal (RFP) should be submitted via email to:

<p>Tony McDowell Project Manager  <a href="mailto:tmcdowell@ashevillenc.gov">tmcdowell@ashevillenc.gov</a></p>
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**Asheville Business Inclusion Policy:** The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Proposers are hereby notified that this RFP is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed , Office of Economic Development, City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email [abi@ashevillenc.gov](mailto:abi@ashevillenc.gov).

Proposers are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, proposers are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination

against persons or businesses in pursuit of these opportunities.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

**Miscellaneous Requirements of the Proposal:**

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- All proposals must be submitted on the FORM provided.

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