



REQUEST FOR PROPOSAL FOR AUDITING SERVICES

March 4, 2026

TO:

SUBJECT: External Auditing Services – Fiscal Year Ending **June 30, 2026**

I. PURPOSE AND INTENT

The Vocational Rehabilitation Administration (hereafter referred to as ARV) is soliciting proposals from qualified firms of Certified Public Accountants to audit the agency's financial statements for the fiscal year ending **June 30, 2026**. The audit is to be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The audit engagement shall also be performed in accordance with the requirements of 2 CFR Part 200, Subpart F (Uniform Guidance) and any other applicable federal requirements governing audits of governmental entities and federal awards.

Financial statements and related disclosures shall be evaluated in accordance with accounting principles generally accepted in the United States of America for state and local governments, including Governmental Accounting Standards Board (GASB) standards applicable to the fiscal year ending **June 30, 2026**.

II. SPECIAL REQUIREMENTS AND STATUTORY COMPLIANCE

ARV is required to provide an audited report of its activities for the fiscal year ending **June 30, 2026**, no later than nine (9) months after fiscal year end, consistent with federal submission requirements.



In addition, pursuant to Article 7 of Puerto Rico Law No. 273-2003, ARV must execute the contract for external auditing services at least ninety (90) days prior to the end of the fiscal year to be audited. Therefore, the contract resulting from this RFP must be executed on or before **March 31, 2026**, to audit the fiscal year ending **June 30, 2026**.

To meet required timelines, a finalized report must be presented to ARV's Administrator no later than **February 28, 2027**. As part of the audit, ARV will require:

- A.** A separate report addressing internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
- B.** A separate report on ARV's compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with Uniform Guidance (2 CFR 200).

III. SCOPE OF WORK

The scope of the audit engagement will be to perform all necessary tasks required to form an opinion on ARV's annual financial statements for the fiscal year ending **June 30, 2026**.

In addition, the auditor will be responsible for examining, reviewing, and commenting upon all supplementary information and required schedules which fall within the scope of an audit conducted in accordance with applicable auditing standards, including Government Auditing Standards and Uniform Guidance (2 CFR 200).

The engagement shall include the audit of the Schedule of Expenditures of Federal Awards (SEFA) and related notes, and the performance of audit procedures necessary to support the Single Audit reporting package, when applicable.

IV. PROPOSAL PREPARATION

Your proposal should contain, but not be limited to, the following considerations:

- A. Eligibility:** Evidence of certification and Good Standing issued by the Puerto Rico State Board of Accountancy, including authorization to practice as an independent auditor.
- B. Peer Review:** Certification of participation in a Peer Review Program and submission of the most recent Peer Review report/letter of comments.
- C. Experience:** Description of your firm's experience with governmental audits, including audits performed in accordance with Government Auditing Standards (GAGAS) and Uniform Guidance (2 CFR 200).
- D. Similar Engagements:** A list of similar governmental entities and/or relevant engagements served by your firm, preferably including entities administering federal grant programs.
- E. Staffing and Availability:** Staff assignments and availability to complete the audit on a timely basis, including participation of senior audit personnel and the planned frequency of contact with ARV fiscal personnel.
- F. Responsiveness:** Availability of staff to respond to questions within the scope of the engagement and disclosure of the hourly charge, if any, for services outside the scope of the audit.
- G. Staff Stability:** Description of staff stability and assurances regarding assignment of permanent personnel to the engagement.
- H. Communication of Results:** Procedures used to communicate audit adjustments, reasons for adjustments, and management recommendations to ARV responsible personnel.
- I. Audit Plan:** A detailed audit plan and timeline consistent with the statutory contracting requirement and final reporting deadlines.
- J. Fees:** Fee proposal to conduct the services required in the scope of work, including a fee schedule for additional services beyond the scope.
- K. Estimated Hours:** Estimated number of hours to complete the audit by staff classification (partners, managers, seniors, staff).

Additional Data: Provide any additional information considered essential to your proposal. Kindly limit this additional information to two (2) pages. Copies of the last audit are available upon request.

V. REQUIRED REPORTS AND DELIVERABLES

Audit deliverables shall include, as applicable:

- A.** Independent Auditor's Report on the financial statements.
- B.** Financial statements and required supplementary information, including Management Discussion and Analysis (MD&A), as applicable.
- C.** Notes to the financial statements.
- D.** Schedule of Expenditures of Federal Awards (SEFA) and related notes.
- E.** Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
- F.** Independent Auditor's Report on Compliance for each major federal program and on Internal Control over Compliance required by Uniform Guidance (2 CFR 200).
- G.** Schedule of Findings and Questioned Costs and summary of prior audit findings, as applicable.
- H.** Management Letter including recommendations affecting financial systems, internal controls, compliance, and any other material matters.

VI. SUBMISSION INSTRUCTIONS

In order to be considered for selection, proposals must arrive at ARV Central Office no later than **March 13, 2026, at 4:00 p.m.**

Proposals may be delivered by mail or hand delivery to:

Administración de Rehabilitación Vocacional
P.O. Box 191118
San Juan, Puerto Rico 00919-1118

Proposals may also be submitted electronically to: Melvin@vra.pr.gov

All questions and correspondence should be directed in writing to:

- A. Contact Person:** Melvin Ocasio Ramírez
- B. Title:** Executive Special Assistant
- C. Telephone:** 787-729-0160 ext. 7298

Contact with ARV personnel other than the designated contact person regarding this RFP may be grounds for elimination from the selection process.

VII. EVALUATION AND SELECTION

Under no circumstances shall this Request for Proposal be considered a bid solicitation. ARV is not necessarily soliciting bids for awards to the lowest monetary bidder. ARV is requesting proposals from professional accounting firms for the purpose of determining whether ARV, in its sole discretion, may execute a Professional Services Contract with one of the firms submitting a proposal. ARV is not bound to award any contract to any party submitting a proposal.

The final selection of the firm to conduct the audit will be made by ARV's Executive Directors. The final agreement will be in the form of a written contract following the engagement letter provided by the CPA firm selected.

VIII. RESERVATION OF RIGHTS

ARV reserves the right to reject any or all proposals received if deemed to be in the best interest of ARV and the Government of Puerto Rico.

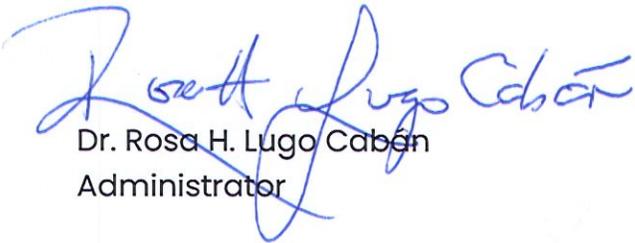
ARV assumes no responsibility and no liability for costs incurred by any firm prior to issuance of an agreement or contract.

Content of the proposal from the successful firm will become a part of any contract awarded as a result of this RFP.

ARV will treat proposals with the utmost confidentiality to ensure that no information is divulged that would compromise either the audit firm or ARV.

We will look forward to receiving your proposals on or before **March 13, 2026**.

Cordially,



Dr. Rosa H. Lugo Cabán
Administrator

