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## Request for Proposal for Auditing Services

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DATE : February 5, 2025

TO :

SUBJECT : External Auditing Services

### **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, 2025. 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.

### **SPECIAL REQUIREMENT:**

ARV is required to provide an audited report of its activities for fiscal year no later than nine months after fiscal year end or March 31<sup>st</sup>. In order to meet this deadline, a finalized report must be presented to ARV's Administrator by **February 28, 2026**. As part of the audit, we will require:

- A separate report addressing internal controls over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.
- 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.

### **SCOPE OF WORK:**

The scope of the audit engagement will be to perform all necessary tasks required to form an opinion on annual financial statements. In addition, auditor will be responsible for examining, reviewing and commenting upon all other supplementary items which fall within the scope of an audit conducted in accordance with auditing standards generally accepted in the United States of America, as specified in Statements on Auditing Standards issued by the American Institute of Certified Public Accountants and in accordance with the Uniform Guidance 2 CFR 200.

*INTEGRANDO A LAS PERSONAS CON IMPEDIMENTOS A LA FUERZA LABORAL Y A UNA VIDA MÁS INDEPENDIENTE!*

*DIVISIÓN DE FINANZAS*

Suite 510, Edificio Mercantil Plaza, Avenida Ponce de León, Hato Rey  
PO Box 191118, San Juan, Puerto Rico 00919-1118  
Teléfono: (787) 729-0160 \* Facsímil: (787) 727-0660 \* [www.arv.gobierno.pr](http://www.arv.gobierno.pr)

**PROPOSAL PREPARATION:**

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

1. Eligibility - certification by the State Board of Accountants of Good Standing Status.
2. Certify Participation in Peer Review Programs. Submit most recent letter of comments.
3. Experience of your firm in relation to the scope of audits for the ARV, including compliance with regulations related to generally accepted government auditing standards (GAGAS).
4. A list of similar local governments or pertinent accounts served by your firm.
5. Your staff assignments and availability to complete the audit on a timely basis.
  - Participation of senior audit personnel assigned to the engagement.
  - Frequency of contact with fiscal personnel.
  - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
6. Audit firm staff stability history - what assurances can you provide the ARV regarding the assignment of your permanent personnel to the engagement.
7. Procedures used to communicate audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the ARV structure.
8. Detailed audit plan.
9. Your fee proposal to conduct the services required in the scope of work section, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement.
10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
11. Audit firms produce statements and print annual reports.

**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.

Under no circumstances shall this Request for Proposal be considered a bid solicitation. The Vocational Rehabilitation Administration 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.

If a Professional Services Contract results from this solicitation of proposals, then Professional Services Contract may contain a provision requiring contractors to provide auditing services for up to two (2) years after current fiscal year.

The final selection of the firm to conduct the audit will be made by the 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.

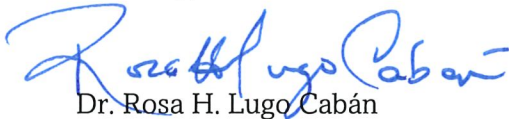
- ARV reserves the right to reject any or all proposals received if deemed to be in the best interest of ARV and the government of Puerto Rico.
- ARV assumes no responsibility and no liability for costs incurred by any firms prior to issuance of an agreement or contract.
- Contents of proposal from successful firm will become a part of any contract awarded as a result of this RFP.
- Firms must submit a complete response to this RFP, ARV will treat these proposals with the utmost confidentiality to ensure that no information is divulged that would compromise either the audit firm or ARV.

In order to be considered for selection, proposals must arrive at ARV central offices, no later than 4:00 pm on **Monday, February 24, 2025**. Proposals may be e-mailed to [glamaris@vra.pr.gov](mailto:glamaris@vra.pr.gov). Firms mailing proposals should allow for normal mail delivery time to ensure timely receipt of their proposals by ARV. The correct mailing address of Administración de Rehabilitación Vocacional is P.O. Box 191118, San Juan, Puerto Rico 00919-1118.

All questions and correspondence should be directed to Glamaris Ocasio Marrero, Contracts Officer, in writing, to the above address or by calling 787-729-0160 ext. 7162. Contact with ARV personnel other than Glamaris Ocasio Marrero regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before **February 24, 2025**.

Cordially,



Dr. Rosa H. Lugo Cabán  
Administrator

**Audit Proposal Information**

Sealed audit proposals will be accepted by the ARV Central Office until 4:00 p.m., on **February 24, 2025**. Please direct proposals to the attention of Ms. Grisel Matos Padilla . All proposals become the property of ARV.

All proposals will become part of the requester's files without obligation.

**Nature of Services Required**

1. Audit period will be July 1, 2024 through June 30, 2025. (One year)

2. Special reports, exhibits, and schedules required:

- Management discussion and analysis
- Statement of Net Position
- Statement of Activities
- Balance sheet – governmental funds
- Reconciliation of the Balance sheet of Governmental funds to the Statement of Net Position
- Statement of Revenues, Expenditures and changes in fund balance – governmental funds
- Reconciliation of the Statement of Revenues, Expenditures and changes in fund balance of government funds to the Statement of Activities
- Statement of Net Position – Proprietary Fund
- Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Fund
- Statement of Cash Flow – Proprietary Fund
- Budgetary Comparison schedule – general fund
- Notes to financial statement
- Schedule of Expenditures of federal awards
- Notes to schedule of expenditures of federal awards
- 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
- Independent Auditor's Report on 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

3. Conferences:

- Initial engagement conference
- Exit conference with ARV's Administrator and Executive Staff.
- Exit conference with office personnel.

4. Description of Entity and Records to be audited:

- Trial balance, fixed assets ledger, government accounts receivable, accounts payable.

5. Details of fixed assets are maintained.

6. A budget is maintained and is available for examination.

7. Staff members will be available to pull and reproduce documents.

8. Work areas will be provided by the Central Office in proximity with the financial records on the premises.

9. Report Requirements

- The report will be addressed to the Administrator and will contain items listed in item #2.
- State the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

10. Time Requirements

- Proposals will be delivered to the Central Office by **February 24, 2025**, no later than 4:00 p.m.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The audit will be awarded by **March 31, 2025**. All proposers will be notified of ARV's action in a timely manner.
- Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to ARV as the charges generated by the proposer in accordance with the original agreement.

- The preliminary report and exit conference will be completed prior to **February 28, 2026**.

12. Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with ARV's Administrator.
- Copies required
  - a. Audit report, 5 copies.
  - b. Management letter, 5 copies.
  - c. Electronic file, 1

13. ARV reserves the right:

- To reject any or all proposals submitted.
- To request additional information from all proposers.

**Overview:**

Since 1936, the Vocational Rehabilitation Administration (ARV) is the public agency responsible for the provision of vocational rehabilitation services, aimed at the successful integration of people with disabilities into the work force and a more independent life. We have a team of professionals committed to public service duly certified to meet the needs for vocational rehabilitation and independent living.

The Vocational Rehabilitation Administration (ARV) is the state agency responsible for administering the program of vocational rehabilitation services to people with disabilities who are eligible according to the eligibility criteria set forth in Public Law 93-112, 1973, as amended, known as the Rehabilitation Act. ARV has the support of two Councils, the State Rehabilitation Council, and the State Independent Living Council, to ensure the representation and participation of citizens with disabilities and various advocacy groups in the vocational rehabilitation process.

- The ARV provides services to eligible people with disabilities, in order that they can prepare for, obtain, retain, or maintain employment. We promote the integral development of people with disabilities.
- ARV guides eligible individuals with disabilities and their families, using an interdisciplinary team of professionals, which highlights the Vocational Rehabilitation Counselor (CRV).

- Integrates eligible participants in the process of planning and implementation of services, according to their needs.
- Explore the availability of comparable services and benefits programs and other community agencies.
- Coordinate services with rehabilitation programs of the Community.

The VRA provides VR services to approximately 35,000 individuals with disabilities. The purpose is to assist them in achieving an employment outcome or a more independent living.

VRA receives funds from the Department of Education and the Department of Health and Human Services.