

# WESTERN UPPER PENINSULA PLANNING AND DEVELOPMENT REGION

## SPECIFICATIONS FOR BID REQUEST August 26, 2019

### **INTRODUCTION**

The Western Upper Peninsula Planning and Development Region (WUPPDR) is a regional planning agency formed under Public Act 281 of 1945. WUPPDR provides a wide range of services, the foremost of which is administration and implementation of federal and state grants to municipalities, county governments, and WUPPDR itself.

Because of the nature of WUPPDR's work and WUPPDR's designation as a local government in the State of Michigan, WUPPDR is subject to an annual audit to comply with various federal and state regulations.

All regulations and laws applicable to local government audits in the State of Michigan and to recipients of federal grant funds must be satisfied, including but not necessarily limited to: OMB Circular A-102; the Single Audit Act of 1984 as amended in 1996; 2 CFR part 200, subpart F; and Michigan public acts 2 of 1968 and 202 of 2017. The audit shall comply with Generally Accepted Government Auditing Standards, known as the Yellow Book.

### **FUNDS/GRANTS**

For informational purposes, WUPPDR's funds and grants that are or were active during Fiscal Year October 2018 – September 2019 are listed below with contract periods.

#### Federal Grants

Economic Devel. Administration (EDA) Partnership Planning	01/01/18 – 12/31/20
U.S. Department of Energy – Rural Energy for America Prog.	03/24/17 – 12/31/19

#### State Grants

Michigan Dept. of Agriculture & Rural Development Comm. Solar	05/15/17 – 05/15/19
Michigan Dept. of Transportation Regional Planning	10/01/18 – 09/30/20
Michigan Dept. of Transportation Asset Management	10/01/18 – 09/30/20
Michigan Dept. of Transportation Rural Task Force	10/01/18 – 09/30/20
Michigan Econ. Devel. Corp. (MEDC) RRC Technical Assistance	08/15/17 – 09/30/19
Michigan Energy Office Community Energy Management	01/01/19 – 12/31/19
Michigan State Police Hazard Mitigation Plan Updates (via FEMA)	08/02/18 – 08/02/21
Regional Prosperity Initiative 2018	02/09/18 – (open)
Regional Prosperity Initiative 2019	01/11/19 – 12/31/19

#### Administrative Services Originating from Federal and/or State Funds

Houghton County Homeowner Emergency Rehabilitation Program	07/01/17 – 07/31/19
MEDC Village of Calumet Elm Street CDBG Administration	12/26/18 – 12/31/20
MEDC City of Ironwood City Square CDBG Administration	06/17/19 – unknown
Village of L'Anse EDA Industrial Park Administration	12/08/14 – 09/25/19

### Miscellaneous

APPA Demonstration of Energy and Efficiency Development	01/19/18 – 08/31/19
Michigan Health Endowment Fund DIGs	12/01/18 – 04/30/19
Michigan State University Regional Food Systems	05/02/19 – 05/01/20

### General, Internal, and Enterprise Funds (ongoing)

General Fund

Benefits

Indirect Costs

Fixed Assets

Member Contributions

Local Technical Assistance

WUPPDR prepares monthly financial statements for all of the grants listed above. These statements are generated using QuickBooks with a complete audit trail.

### **SCHEDULE**

As previously stated, the fiscal year for WUPPDR runs from October 1 through September 30. The successful bidder may begin fieldwork after November 1, 2019.

The completed audit with all of the required reports, addressed to the WUPPDR Commission, shall be submitted not later than February 28, 2020, and the same date in future years. Upon request of the Commission or Executive Director, the auditor or designee of the auditor shall present an overview of the audit report at a Commission meeting scheduled for March 16, 2020 (date subject to change).

### **QUESTIONS AND SUBMISSION INFORMATION**

Previous audit reports for WUPPDR can be found at the following web site: <http://www.michigan.gov/treasury>. Staff of WUPPDR are generally available during normal working hours 9 am to 5 pm Monday-Friday Eastern Daylight Time (EDT) to assist in answering any questions related to this RFP, preferably submitted via e-mail to [jwuorenmaa@wuppd.org](mailto:jwuorenmaa@wuppd.org).

Bids covering a three-year audit period, indicating a flat fee per year, shall be submitted no later than **3:00 pm EDT on Tuesday, September 10, 2019**, via e-mail attachment in PDF format to [jwuorenmaa@wuppd.org](mailto:jwuorenmaa@wuppd.org) AND [mhyttinen@wuppd.org](mailto:mhyttinen@wuppd.org). The e-mail subject line shall be *Audit Proposal*, and **neither the filename nor body of the e-mail shall include the proposed fee or any other information in the proposal**. One of the recipients will confirm receipt of the submission as soon as practicable, within 48 hours.

WUPPDR assumes no responsibility for delays in delivery, including but not limited to a delay caused by technical problems. WUPPDR may reject late submissions.

**WUPPDR RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**