

YWCA IS ON A MISSION

REQUEST FOR PROPOSALS (RFP)

For Financial Audit Services

RFP# 20-0701

RELEASE DATE: JULY 17, 2020

PROPOSALS DUE: AUGUST 3, 2020

CONTACT INFORMATION:

Rocio L. Castruita
r.castruita@ywcaelpaso.org
201 E. Main St., Suite 400
El Paso, Texas 79901-1383
www.ywcaelpaso.org

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR PROPOSALS FOR FINANCIAL AUDIT SERVICES**

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) is accepting proposals from CPA firms in response to this RFP for financial audit services to provide YWCA with audit and tax return services for the fiscal years ending August 31, 2020, 2021, 2022 and 2023. Proposers must be licensed CPAs qualified to practice in the State of Texas. This Request for Proposals (RFP) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process.

Background Information

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$28 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of thirty-one (31) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is the largest provider of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) early learning academies. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, www.ywcaelpaso.org and on Facebook, Twitter and Instagram.

GENERAL INFORMATION

Procurement Standards

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas

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Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

Eligibility To Respond

Organizations able to meet the technical specifications for quality and other terms of this proposal package and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting a proposal, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- Is able to comply with the required or proposed RFP;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

For purposes of this RFP, interested contractors are referred to as Proposers, Respondents, Bidders, or Applicants.

Authorized Agency Contact

All communications regarding this Request for Proposals (RFP) must be addressed solely to Rocio Castruita, Contracts and Compliance Administrator, email at r.castruita@ywcaelpaso.org.

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the request for proposals (RFP) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

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Changes, Amendments, Withdrawal, Re-Issuance

YWCA reserves the right to amend or withdraw this RFP at any time; reject any and all applications; re-issue this RFP and/or waive technicalities and to accept the proposal which in its judgment is in the best interested of the agency and its employees.

SCHEDULE OF ITEMS

RFP Packets

Request for Proposals packet will be available beginning on and after 3:00 P.M. MST on Friday, July 17, 2020 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFP will also be available on the YWCA website at www.ywcaelpaso.org.

Due Date and Delivery Method

The Contracts and Compliance Administrator or authorized YWCA staff must physically receive responses to this RFP. Sealed proposals must be received by:

4:00 P.M. MST on Monday, August 3, 2020

Responses submitted after this time will not be accepted under this RFP.

Any reasonable delivery method may be used, except facsimile nor email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

Proposal Timeline

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFP will be notified of any and all changes. All times shown in the RFP are Mountain Standard Time Zone (MST).

Issuance of RFP	July 17, 2020 – 3:00 P.M. MST
Announcement Published in the El Paso Times	July 18, 19, and 26, 2020
Deadline to Submit Questions	July 27, 2020 – 2:00 P.M. MST
Questions and Answers Posted on Website	July 28, 2020
Deadline for Proposal Submissions	Monday, August 3, 2020 – 4:00 P.M. MST
Proposal Opening*	August 4, 2020 10:00 A.M. MST
Evaluation of Proposals	August 4 - 21, 2020
Potential “Best and Final Interviews”	To Be Announced
Engagement of Most Qualified Firm	Est. August 24 - 31, 2020
Contract Start Date	Est. September 1, 2020

*The opening of proposals will be held on August 4, 2020 at 10:00 A.M. MST via online Zoom meeting. To join meeting please go to <https://zoom.us/j/97440276286>. The Meeting ID is: 974 4027 6286; One tap mobile is +13462487799, 97440276286# US (Houston); +12532158782,97440276286# US (Tacoma).

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To dial by your location: +1 346 248 7799 US (Houston); +1 253 215 8782 US (Tacoma); +1 669 900 9128 US (San Jose); +1 646 558 8656 US (New York); +1 301 715 8592 US (Germantown); +1 312 626 6799 US (Chicago). Find your local number: <https://zoom.us/j/91289128>. Bidders are not required to attend this event. Please contact Rocio Castruita at r.castruita@ywcaelpaso.org if you would like to receive the Zoom meeting invite link via email if firm is interested in attending via online participation.

Question & Answer Period

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on July 27, 2020. Submit questions via email to Rocio Castruita at r.castruita@ywcaelpaso.org. Answers to questions will be posted to YWCA's website located at www.ywcaelpaso.org. All answers issued in response to Respondent questions become part of the RFP and the RFP process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website. Prospective Bidder(s) who notify YWCA (r.castruita@ywcaelpaso.org) that they may submit a sealed proposal will be notified of amendment(s) to the packet and will be provided with answers to questions submitted or any other applicable clarification(s).

Submission of Proposals

Official receipt of proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a proposal will be sent (or faxed) a copy of this receipt from upon request. Sealed proposals must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region
Contracts Department
RFP# 20-0701
201 E. Main St., Suite 400
El Paso, TX 79901**

Timely delivery of proposals to the above address is the sole responsibility of the proposer. Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All proposals will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by YWCA.

Contract Term Period

Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a 1-year term. YWCA reserves the right to negotiate up to three (3) one-year contract renewals, contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation may be required at the end of each year.

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SPECIFICATIONS

Scope of Services

The YWCA is a 501(c)(3) not-for-profit organization providing various programs and related services to the community. Annual support and revenue during the most recent fiscal year was \$28,219,240 and the organization employs approximately 400 individuals. The organization expends federal grant funds totaling about \$20,000,000 and is therefore subject to the Single Audit Act. Numerous grantors and funding sources require that the YWCA submit its audited financial statements in compliance with 2CFR-200, Uniform Guidance – Uniform Administrative Requirements, Single Audit requirements.

Services to be performed

- Completion of the Annual audit in compliance with filing requirements.
- Completion and submission of required tax forms.
- The auditing firm prepares the data collection form.
- Presentation of both to the Audit Committee and the Board of Directors prior to final submission.

Note: The annual financial statements are prepared by management.

General Requirements

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

SUBMISSION GUIDELINES

General Guidelines

To be considered for funding, each respondent must submit an offer (proposal) and other supporting documentation in accordance with these instructions. When evaluating a proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

Format

Each respondent is required to submit one (1) signed original, two (2) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not

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submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12 point, single space.

Each copy of a completed Request for Proposal must contain all of the following documents in the order indicated.

- a) **Attachment A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Organizational Capacity Form and Completed & Signed Statement of Work Narrative – Interested firms must submit their statement of work containing their organizational capacity, qualifications, and experience as well as their project management methodology. Please refer to Attachment B for requested information.
- c) **Attachment C:** Experience Summary List
- d) **Attachment D:** Project Service References (Reference letters are not required for the submission.)
- e) **Attachment E:** Proposed Cost Budget
- f) **Attachment F:** Franchise Tax Account and Proof of General Liability Insurance
- g) **Attachment G:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFP.
- h) **Attachment H:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

Evaluation Criteria

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. The best value shall not be based solely upon price but the bid that receives the highest cumulative score for each of the evaluation factors delineated herein.

YWCA may request a meeting/presentation with some qualified Proposers prior to final selection.

Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. The review and evaluation of proposals shall be based on the following criteria:

- Qualifications of proposed management and staff related to the proposal-----20%
- Experience of firm and assigned employees with not-for-profit organizations-----40%
- Cost-----25%
- References and/or proven quality of past services-----15%

Proposals will be reviewed for the following items:

Responsiveness:

- a. Were appropriate attachments requested in the RFP provided and were the documents requiring signatures signed?
- b. Did the respondent follow the required format to submit the response to this RFP?

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Respondent Background Information:

- a. Did the respondent provide sufficient background information to determine stability and did the proposal demonstrate compliance with regulatory requirements (tax status, license(s) if applicable)?
- b. Did the respondent provide sufficient description of individuals who would be responsible for providing the requested services and did the provided information reflect adequate qualifications, experience and education in performing this type of service?
- c. Did the respondent provide a brief description of the organization's Principals and/or Officers, their education and relevant qualifications & experience and did the proposal demonstrate adequate qualifications, experience and education to perform these services (e.g. 5 years minimum experience)?

Past Performance:

All responses will be reviewed for the respondent's approach and demonstration of successful past performance.

- a. Did the respondent provide information for three (3) references establishing experience and performance relating to the provision of services similar to those sought by YWCA?
- b. Did the information on the three (3) references include Contracting Agency, address, telephone number, email address and point of contact; beginning and ending dates of contracts; a brief synopsis of the services performed; and other indicators of successful past performance? Did these indicators demonstrate successful performance carrying out services the YWCA is seeking?
- c. Were the services provided similar in nature to the services requested in this RFP?

Cost Analysis:

All responses will be rated as to reasonable and necessary costs. Itemization and a detailed explanation of all costs are required.

- a. Are all costs associated with the requested services clearly stated in detail?
- b. Are the costs reasonable (i.e. does the respondent's proposed cost compare well to the costs offered by other respondents or to what is reasonable for the local market?)

Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders.

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Governing Provisions

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFP, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

Respondent is expected to honor their quoted pricing for ninety (90) days after the RFP closes.

V. ATTACHMENTS

The following attachments are to be submitted with the proposal in the order indicated in this RFP.

ATTACHMENT A: PROPOSAL COVER SHEET
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Legal Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person & Title: _____

Telephone: _____

Fax: _____

Email: _____

Company Website: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name and Title: _____

Tax/Legal Status:

_____ State Government Agency _____ Local Government _____ Union
_____ Community College _____ Local School District _____ Non-Profit
_____ Private For-Profit _____ Other: _____

Federal Employer Identification Number: _____

Texas State Comptroller ID Number: _____

Historically Underutilized Business (HUB) Certification Number: _____

ATTACHMENT B: ORGANIZATIONAL CAPACITY FORM & STATEMENT OF WORK NARRATIVE
RFP# 20-0701 – Financial Audit Services

FIRM BACKGROUND AND STAFF INFORMATION

Year Present Firm Established: _____

Name of Parent Company, if any: _____

Address of Parent Company: _____

Year Parent Company Established: _____

Former Company Name(s) if any, and Year(s) Established: _____

Number of Licensed CPAs in Firm: _____

Number of Employees in Firm: _____

Total Employees in Firm (All Office Locations): _____

STATEMENT OF WORK NARRATIVE COMPONENTS (Please address each of the following areas):

1. Describe your firm’s experience during the past three years in successfully completing audit and tax services to **private, not-for-profit organizations**. Include the scope of the services completed and the location (city) and size of the organization. Indicate if a single (A-133) audit was required and describe the scope of the audit. Explain why the proposer is the most qualified firm to provide the requested services. Highlight unique qualifications of the firm and of the key team members.
2. Identify the partner, manager and in-charge accountant who will be assigned to the service if your firm is selected. Include a description of the credentials, Texas State Board of Public Accountancy license and experience of each. Include information about experience of each in conducting audit work for private not-for-profit organizations.
3. Describe the staffing plan your firm will use including hours, by position, for employees who will be assigned to the project. Describe the responsibilities of each team member assigned to the project.
4. If the Texas State Board of Accountancy has taken any disciplinary actions related to your firm, please explain how the issue has been corrected.
5. YWCA requires the completion of both the audited financial statement and applicable tax returns by January 15. Please state if your firm will commit to meeting this deadline. If not, please explain. Provide a detail description of your approach and process for completing the project. Explain the management tools, techniques, and procedures your firm will use to manage the project schedule.
6. Include a copy of your firm’s most recent peer review report, the related letter of findings, and the firm’s response to the letter of findings.

ATTACHMENT D: PROJECT SERVICE REFERENCES
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PROJECT SERVICE REFERENCES These references will be indicative of your firm’s past performance and therefore full details of your project services’ success will be used to determine the firm’s ability to provide YWCA with similar requested services described in scope of work. Please list three (3) recently-served organizations in the past 3 years that would be representative of your firm’s work and are similar to the requested services with a focus on servicing not-for-profit agencies. Summarize these three (3) similar-service references for which the firm was responsible. Project service references should include the following: description of the service rendered by firm, including budget size, scope, cost and timeline; degree of involvement (partner or associate(s)); and include names, addresses, telephone numbers and email addresses. YWCA will be contacting these listed references so please ensure that contact information is correct and up-to-date. Inability to receive a rating response from each of your listed references will impact your proposal score.

1) Project Service _____

Organization Entity _____

Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Project Service Description (Include Budget Size and Cost) _____

Services Provided & Date (Include Completion Timeline) _____

2) Project Service _____

Organization Entity _____

Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Project Service Description (Include Budget Size and Cost) _____

Services Provided & Date (Include Completion Timeline) _____

3) Project Service _____

Organization Entity _____

Contact Person _____

Contact Information (Address, Telephone & E-Mail) _____

Project Service Description (Include Budget Size and Cost) _____

Services Provided & Date (Include Completion Timeline) _____

ATTACHMENT E: PROPOSED COST BUDGET
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Proposed Cost Budget

State the proposed annual cost to YWCA for completion of all indicated services. Please breakdown the total cost to include the hours and rates for each team member (staff and management) assigned to this project.

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**ATTACHMENT F: FRANCHISE TAX ACCOUNT & PROOF OF GENERAL LIABILITY INSURANCE
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Franchise Tax Account Status

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

Proof of General Liability Insurance

All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance.

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ATTACHMENT G: ASSURANCES AND CERTIFICATIONS
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Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

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gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Business Name

Date

ATTACHMENT G: ASSURANCES AND CERTIFICATIONS
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CERTIFICATION OF INDEPENDENCE

As the duly authorized representative of _____ I certify that the firm, its partners and professional employees fully meet the “Independence Rule” as put forth in the code of conduct for ethical behavior, section 1.275.015, Member Advisory Board, and section 1.277.010 Former Employment or Association with an Attest Client.

Signature of Authorized Representative

Date

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**ATTACHMENT H: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATE
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HUB Certificate

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

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