

Helen Keller International – HKI Vietnam

Request for Proposal

For audit services

For the period

From July 1, 2018 to June 30, 2019

Inquiries and proposals should be directed to:

Name: Pham Kim Ngoc

Title: Country Director

Entity: Helen Keller International –Vietnam

Address: Room 305-306, Building A2, Van Phuc Diplomatic Compound,
298 Kim Ma, Ba Dinh, Hanoi

Phone: +84-24-37262261

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General Information

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the fiscal year ending **June 30, 2019**

B. Who May Respond

Only licensed Certified Public Accountants (*or the equivalent*) may respond to this RFP.

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 5:00 p.m. on **September 3, 2019**.
2. Inquiries: Inquiries concerning this RFP should be directed to Ms. Pham Kim Ngoc, Country Director, HKI Vietnam. Telephone number +84-24-37262261 or at email address vietnam.procurement@hki.org
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by *Helen Keller International*.
4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Pham Kim Ngoc
Title: Country Director
Entity: Helen Keller International – Vietnam
Address: Room 305-306, Building A2, Van Phuc Diplomatic Compound,
298 Kim Ma, Ba Dinh, Hanoi

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
5:00 p.m. September 3, 2019
Sealed Proposal
For Audit Services

5. Electronic Submissions: Proposals must be submitted electronically to the following e-mail address: Vietnam.procurement@hki.org by the closing submission date noted above.

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure that the proposal is received by HKI by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject: HKI reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
7. Notification of Award:
 - a. It is expected that a decision selecting the successful audit firm will be made no later than September 13, 2019.
 - b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.
 - c. It is expected that the contract shall be a one-year, fixed-price contract.

D. Description of Entity and Records to Be Audited

HKI is an international non-profit organization present in Vietnam since 2004. The main office is located in Room 305-306, Building A2, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi. In Vietnam we have an office registration to operate in Nam Dinh, Hoa Binh, Lai Chau, Son La, Can Tho and Tra Vinh provinces with interventions in two main areas: eye health care and nutrition.

HKI uses Oracle-NetSuite as its financial system. HKI - Vietnam uses Quickbooks to record financial transactions and these are then consolidated into NetSuite on a monthly basis. NetSuite is the official system of record HKI-Vietnam. The country office has 3 bank accounts, and has written approximately 800 checks during the period under audit. The books are maintained using an automated accounting system called Quickbooks. Total transaction lines for FY19 are approximately 4,800. The total expenses for FY19 are approximately \$550,000. Payroll is done manually. Total number of employees (only Vietnamese nationals and no expats) at end of June 2019 is 10

Specification Schedule

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority in Vietnam hereinafter referred to as the "Offeror," to perform a financial and compliance audit of HKI.

B. Description of Programs/Contracts/Grants

The main donors during FY 2019 are Irish Aid, TOMS, Mecenat Servier and Standard Chartered Bank to implement different projects in the areas of Nutrition, Food Security through homestead food production and School health. The main projects are:

- "Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production in Vietnam" in Hoa Binh and Lai Chau, funded by Irish Aid.
- "Scaling Up HKI's School Based Vision Care Services" in Nam Dinh and Tra Vinh, funded by TOMS
- "Scaling Up HKI's School Based Vision Care Services" in Son La, funded by Mecenat Servier.
- "Sight for Children and People Age over 50 in Mekong Delta" in Can Tho, funded by Standard Chartered Bank.

To implement these projects and provide administrative and technical support, the annual budget was \$587,477 in FY19.

C. Performance

HKI's records should be audited from *July 1, 2018* through *June 30, 2019*

Services to be performed:

- (1) Audit of Statement of Financial Position (Balance Sheet) and the related Statement of Activities (Income Statement) and Changes in Net Assets and Cash Flows in accordance with International Auditing Standards (ISA) and/or auditing guidelines of the International Auditing Practices Committee of International Federation of Accounts (IFAC), generally accepted accounting principles (GAAP) and the local country office standards on auditing if required by law.
- (2) Test of compliance on:
 - a. HKI policies and procedures
 - b. Local laws, including labor and tax, and company registration requirements
- (3) Report should be in USD.
- (4) Report should be in English.

D. Deliverables:

- (1) Audit Report with audit opinion including accompanying statements on financial position, statement of activities, changes in the net assets and cash flows and related notes to financial statements including supplementary schedule showing total expenses (local

transactions) by project in USD or local currency if local laws require that report should be in local currency.

- (2) Audit Report with audit opinion on whether the project report prepared by HKI for the Irish AID funding is in compliance with the Grant Agreement (see Annex A – TOR for more information on the report requirements).
- (3) Management letter report and an opinion on compliance with local laws/registration (for internal use only).
- (4) Audit management letter or comments and recommendations on internal control procedures and program compliance (generally for internal use but may be given to donors if requested with approval from HKI HQ) as applicable. If no issues have arisen during the course of the audit, the auditors must issue a management letter stating that no issues have arisen. There must be 02 management letters: one for Helen Keller International Vietnam overall, and one for the project funded by Irish Aid.

For easy reference and to manage the review of the draft reports, all draft reports (both audit reports and audit management letters) submitted to HKI for review *must be in MS word documents*. HKI will ensure that any suggested edits/comments made by HKI will be in-track changes to keep a record of any suggested edits/corrections.

E. Delivery Schedule

Offeror is to transmit one copy of the draft audit report in *Microsoft word* to HKI's Country Director. The draft audit report is due *20 business days* after the field work has been completed.

The Offeror shall deliver 5 copies of final audit reports to HKI's Country Director no later than *5 business days* after HKI has provided feedback on the draft audit report.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, *HKI* may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

F. Price

The Offeror's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate, sealed envelope.

G. Payment

Payment will be made when *HKI* has determined that the total work effort has been satisfactorily completed. Should HKI reject a report, HKI's authorized representative will notify the Offeror in

writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Upon delivery of the 5 copies of the final reports to *HKI* and their acceptance and approval, the Offeror may submit a bill for payment of the contract for the audit.

H. Audit Review

All audit reports prepared under this contract will be reviewed by ***HKI's Headquarters and Regional Office before finalization*** to ensure compliance with the terms of the contract and other appropriate audit guides. Draft audit reports submitted for review must be in English.

I. Exit Conference

An exit conference with HKI's representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with HKI. It should include internal control and program compliance observations and recommendations.

J. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit if any. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of HKI and if applicable HKI donors as authorized by HKI.

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the audit reports required to be submitted to local government authorities and HKI donors, the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, HKI's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

Technical Qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience relevant to this audit

The Offeror should describe its prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing *international non-profit organizations*.

B. Additional Value Beyond the Audit

The Offerer should include an explanation of other services that can be provided to nonprofits, specifically including value-added items. Value-added items can include consulting services, training services, and products.

C. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Offer, including number of employees and physical site locations
2. Explanation of independence
3. Any conflicts of interest that exist
4. Results of peer review

D. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Include résumés of only the staff to be assigned to the audits. Include education, position in firm, and years and types of experience.

E. Understanding of Work to Be Performed

The Offeror should describe its understanding of the work to be performed, including audit methodology and procedures, estimated hours, and other pertinent information.

F. Certifications

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP.

Proposal Evaluation

A. Submission of Proposals

All proposals shall include two copies of the Offeror's technical qualifications, two copies of the pricing information (in a separate, sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

If submitting electronically, please send the full package to Ms. Pham Kim Ngoc, Country Director, at email address Vietnam.procurement@hki.org

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.

C. Review Process

HKI may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

Technical proposal count for 80% of the score and Financial proposal 20% with the least expensive proposal receiving the most points and the other receiving a score inversely proportional

However, HKI reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant.
7. The individual signing certifies that the Offeror meets the independence standards of the local *government auditing standards*.
8. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
9. The individual signing certifies that the Offeror/firm or its partners or its employees must not be funding terrorism or be associated with a firm funding terrorism.
10. and any individuals to be assigned to the audit, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any local government or any other organization with respect to any assignment or behavior. (If the Offeror or any individual to be assigned to the audits has been found in violation of any local government professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)