

*DDI VANTAGE, Inc.*

Uniform Guidance Request for Proposal for Audit Services

For the period

*July 2025 to June 2026*

Inquiries and proposals should be directed to:

Jedd Austin

Fiscal Director

DDI VANTAGE, Inc.

670 E. 3900 S. Suite 210  
Salt Lake City, UT 84107

801 680-0900

# Table of Contents

## **General Information**

- A. Purpose
- B. Who May Respond
- C. Bidder's Conference
- D. Instructions on Proposal Submissions
  - 1. Closing Submission Date
  - 2. Inquiries
  - 3. Conditions of Proposal
  - 4. Instructions to Prospective Contractors
  - 5. Electronic or Hard Copy Submissions
  - 6. Right to Reject
  - 7. Small and/or Minority-Owned Businesses
  - 8. Presentations
  - 9. Notification of Award
- E. Description of Entity and Records to Be Audited
- F. Options

## **Specification Schedule**

- A. Scope of a Financial and Compliance Audit
- B. Description of Programs/Contracts/Grants
- C. Performance
- D. Delivery Schedule
- E. Price
- F. Payment
- G. Audit Review
- H. Exit Conference
- I. Workpapers
- J. Confidentiality
- K. AICPA Professional Standards

## **Technical Qualifications**

- A. Prior Auditing Experience
- B. Organization, Size, and Structure
- C. Staff Qualifications
- D. Audit Approach to the Engagement
- E. Certifications

## **Proposal Evaluation**

- A. Submission of Proposals
- B. Nonresponsive Proposals
- C. Proposal Evaluation
- D. Review Process

## **Certifications**

## **Appendix**

- A. Sample Proposal Evaluation

## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the year ending June 30, 2026. The proposal includes options for four additional years.

### B. Who May Respond

Only licensed certified public accountants may respond to this RFP.

### C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 4:30 p.m. on June 15, 2026.
2. Inquiries: Inquiries concerning this RFP should be directed to Jedd Austin 801 680-0900.
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 DDI VANTAGE.
4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Jedd Austin  
Title: Fiscal Director  
Entity: DDI VANTAGE, Inc.  
Address: 670 E. 3900 S. Suite 210  
Salt Lake City, UT 84107

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  
4:30 p.m. June 15, 2026  
Proposal For Audit Services

5. Electronic or Hard Copy Submissions: Proposals can be submitted electronically to the following email address: *jaustin@ddivantage.org* by the closing submission date noted above.

Proposals may also be submitted by hard copy to the following mailing address: 670 E. 3900 S. Suite 210, Salt Lake City, UT 84107 by the closing submission date noted above. (1) copies of the proposal must be submitted.

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 DDI VANTAGE by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject: DDI VANTAGE reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
7. Small and/or Minority-Owned Businesses: Efforts will be made by DDI VANTAGE to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
8. Presentations: At the discretion of DDI VANTAGE, Offerors submitting proposals may be requested to make oral presentations as part of the evaluation process. Presentations may be delivered in person or via teleconference. Reasonable advance notice will be provided to selected Offerors. Not all Offerors submitting a proposal will be asked to participate in oral presentations.
9. Notification of Award:
  - a. It is expected that a decision about selection of the successful audit firm will be made within 4 weeks of the closing date for the receipt of proposals.
  - 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.

## **E. Description of Entity and Records to Be Audited**

DDI VANTAGE is a nonprofit organization that serves 3 counties in Utah. DDI VANTAGE is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 10-member volunteer board of directors. Administrative offices and all records are located at 670 E 3900 S Ste 210, Salt Lake City, UT 84107. Other offices are located throughout the Salt Lake, Tooele and Duchesne County area.

The records to be audited include one bank account, one set of books which are maintained in the Aplos record and completed manually, bi-weekly payroll records for 120 employees which are administered by an outside agency, approximately 2,000 Aplos checks, 26 Utah Retirement Systems transactions, nine rental property leases, one federal cost reimbursement grants and one state cost reimbursement grant. Total income at approximately \$10,000,000.

The records to be audited are not available for review by the Offeror prior to proposal submission.

## **F. Options**

At the discretion of DDI VANTAGE, this audit contract can be extended for four additional one-year periods. The cost for the option periods will be agreed on by DDI VANTAGE and the Offeror. It is anticipated that the cost for the optional years will be based on the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

## 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 of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of DDI VANTAGE.

### **B. Description of Programs/Contracts/Grants**

DDI VANTAGE operates following programs:

**Early Intervention:** Early Intervention (EI) is funded through the State of Utah Department of Health Baby Watch Division. EI serves children and families with developmental delays in the age bracket of 0-3 years in Salt Lake, Tooele and Duchesne counties. The annual budget is \$5.8 million, \$3 million in grant funds and the remaining \$2.7 million from other funding sources including Medicaid and CHIP. The contract period is July 1 through June 30.

**Early Head Start:** Early Head Start (EHS) is funded through The Administration for Children & Families, Office of Head Start. The program serves 148 children age 0-3 in Salt Lake and Tooele counties in our home-based option and 72 children age 0-3 in child care facilities in Salt Lake county in our Child Care Partnership option. The annual budget is \$3.888 million. The budget period is May 1 through April 30. We are in year 3 of a 5 year project period.

### **C. Performance**

DDI VANTAGE's records should be audited through June 30, 2026.

The Offeror is required to prepare audit reports in accordance with Government Auditing Standards (GAS), CFR-45 Part 200 Subpart F, and the State of Utah Legal Compliance Audit guide (SULCAG).

### **D. Delivery Schedule**

DDI VANTAGE will provide all necessary reports, files and books to the auditor no later than October 1, 2026.

The Offeror is to transmit one copy of the draft audit report to DDI VANTAGE's Executive Director. The draft audit report is due on November 1, 2026.

The Offeror shall deliver final audit report to DDI VANTAGE's Board of Directors at their monthly meeting to be held on November 19, 2026.

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, DDI VANTAGE 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.

## **E. Price**

The Offeror's proposed price should be submitted separately. Specifically, include a not-to-exceed total fee, a fee per service (audit services, tax services, etc.), and average hourly billing rates by position. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate, sealed envelope.

## **F. Payment**

Payment will be made when DDI VANTAGE has determined that the total work effort has been satisfactorily completed. Should DDI VANTAGE reject a report, DDI VANTAGE'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.

Progress payments will be allowed to the extent that DDI VANTAGE can determine satisfactory progress is being made.

Upon delivery of the 1 copies of the final reports to DDI VANTAGE and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

## **G. Audit Review**

All audit reports prepared under this contract will be reviewed by DDI VANTAGE and its funding sources to ensure compliance with the General Accounting Office's (GAO) *Government Auditing Standards* and other appropriate audit guides.

## **H. Exit Conference**

An exit conference with DDI VANTAGE's representatives and the Offeror's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized and discussed with DDI VANTAGE. It should include internal control and program compliance observations and recommendations.

## **I. Workpapers**

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. 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 the cognizant federal or state audit agency, the GAO, and DDI VANTAGE.

## **J. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to DDI VANTAGE, 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, DDI VANTAGE's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

## **K. AICPA Professional Standards**

The AICPA Professional Standards state:

Ethics Interpretation 501-3 – Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government auditing standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government auditing standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

## Technical Qualifications

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

### **A. Prior Auditing Experience**

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 similar programs operated by DDI VANTAGE
2. Prior experience auditing nonprofit organizations

### **B. 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 Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offeror is a small or minority-owned business or women's business enterprise.

### **C. 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, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

### **D. Audit Approach to the Engagement**

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

### **E. Certifications**

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by DDI VANTAGE because DDI VANTAGE desires to contract only with an Offeror who is already familiar with these publications.

# Proposal Evaluation

## A. Submission of Proposals

If submitted by hard copy, all proposals shall include 1 copies of the Offeror's technical qualifications, 1 copies of the pricing information (in a separate, sealed envelope), and 1 copies of the signed Certifications. These documents will become part of the contract.

If submitting electronically please submit all proposals in a pdf format.

## 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.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the U.S. Comptroller General.

## C. Proposal Evaluation

Evaluation of each proposal will be scored on the following six factors

1. Prior audit experience	Point Range
a. Prior experience auditing similar programs funded by DDI VANTAGE	0 – 20
b. Prior experience auditing nonprofit organizations	0 – 15

DDI VANTAGE will contact prior audited organizations to verify the experience provided by the Offeror.

2. Organization, size, and structure of Offeror's firm (consider size in relation to audits to be performed)	
a. Adequate size of the firm	0 – 2
b. Proper independence	0 – 2
c. No conflicts of interest	0 – 2
d. Results of peer review	0 – 2
e. Minority-owned/small business/women's business enterprise	0 – 2

3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from résumés submitted. Include education, position in firm, and years and types of experience.

- a. Prior experience of the individual audit team members 0 – 15
- b. Overall supervision to be exercised 0 – 5

4. Offeror's audit approach to the engagement

- a. Adequate coverage 0 – 10
- b. Realistic time estimates of each audit step 0 – 5

6. Price 0 – 20

Maximum Points 100

#### **D. Review Process**

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, DDI VANTAGE has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

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

However, DDI VANTAGE 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.

DDI VANTAGE contemplates award of the contract to the responsible Offeror with the highest total points.

## 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 or a public accountant licensed on or before *(date of licensing)*.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO's continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
  - a. *Government Auditing Standards* (Yellow Book)
  - b. *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance")
  - c. *Audits of Not-for-Profit Entities* (AICPA Audit Guide)
  - d. *Audits of State and Local Governments* (AICPA Audit Guide)
11. 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.

12. The individual signing certifies that the Offeror, 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 federal, state, or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA 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)

## Appendix

### A. Sample Proposal Evaluation

Using the attached form, board/audit committee members who are part of the proposal evaluation process should score proposals individually. Evaluation of each proposal will be scored on the below six factors.

Total points will be calculated from each board/audit committee member, providing a total point value for each responding Offerer. The Offerer, meeting all of the outlined criteria, that also accumulates the highest total point value will be awarded the contract.

<b>Proposal Evaluation</b>			
<b>Prior audit experience</b>		<b>Point Range</b>	<b>Points Earned</b>
	Prior experience auditing similar programs funded by DDI VANTAGE	0 – 20	
	Prior experience auditing nonprofit organizations	0 - 15	
<b>Organization, size, and structure of Offeror's firm</b>			
	Adequate size of the firm	0 - 2	
	Prior independence	0 - 2	
	No conflicts of interest	0 - 2	
	Results of peer review	0 - 2	
	Minority-owned/small business/women's business enterprise	0 - 2	
<b>Qualifications of staff to be assigned to the audits to be performed</b>			
	Prior experience of the individual audit team members	0 - 15	
	Overall supervision to be exercised	0 - 5	
<b>Offeror's audit approach to the engagement</b>			
	Adequate coverage	0 - 10	
	Realistic time estimates of each audit step	0 - 5	
<b>Price</b>		0 - 20	
<b>Total Points</b>		<i>0 - 100</i>	