

REQUEST FOR PROPOSAL (RFP) FOR

Forensic Audit

Specification No. TB83030

Required for use by:

BRITISH VIRGIN ISLANDS TOURIST BOARD

All Qualifications and other communications must be addressed and returned to:

KENISHA SPRAUVE, Chairperson

Email: ksprauve@bvitourism.com

British Virgin Islands Tourist Board
3rd Floor, Eureka Geneva Building
Road Town, Tortola, British Virgin Islands
Tel: 284-494-3134

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, ATLANTIC STANDARD TIME,

ON JANUARY 30, 2020

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REQUEST FOR PROPOSAL (“RFP”) for

Forensic Audit

FOR THE BVI TOURIST BOARD

Specification No. TB83030

I. GENERAL INVITATION

I.1 Purpose of the Request for Proposal

The British Virgin Islands Tourist Board (hereafter abbreviated as “the Board”), through this Request for Proposal (hereafter abbreviated as “RFP”), extends an invitation to qualified forensic auditing firms to submit a proposal to conduct a forensic accounting audit of the Tourist Board Accounts. The audit is to be conducted in accordance with all applicable professional accounting & auditing standards. The auditors could be required to testify or provide documentation in proceedings.

The British Virgin Islands Tourist Board was established under Act. Chapter 280. Ordinance 1969. The British Virgin Islands Tourist Board was established as a Statutory Body to develop and promoted the British Virgin Islands tourism product and market the British Virgin Islands

When auditing the Board, the auditor shall consider all types of payments and deposits, authorization controls, necessary documentation, cash receipt controls and procedures for such transactions including segregation of duties and reconciliation controls.

Consulting Auditing Firms/Individuals with demonstrated experience in these areas, and with an interest in making their services available to the Board, are invited to respond to this RFP. There is no expressed or implied obligation for the Board to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The selected Respondent(s) (hereinafter “Contractor”) awarded a Professional Services Contract shall perform all tasks and functions associated with the Services as required in this RFP. It is the intent of the Tourist Board to award a contract based on their qualifications and specialized experience as a result of this RFP.

The work contemplated is professional in nature. It is understood that the Respondent acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the Board. It is also understood that all reports, information, or data prepared or assembled by the Respondent under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the Board, without prior written approval from the Board. Any contract resulting from this document will require the Respondent to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

I.1 Access to this RFP

All materials related to the RFP will be available via media outlets in the British Virgin Islands.

Respondents will be responsible for checking media outlets for Clarifications and/or Addenda, if any. Failure to obtain Clarifications and/or Addenda shall not relieve Respondent from being bound by any additional terms and conditions in the Clarifications and/or Addenda, or from considering additional information contained therein in preparing your response. Note, there may be multiple Clarifications and/or Addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

The Board accepts no responsibility for the timely delivery of materials or for alerting Respondents on additional posting of information related to this RFP.

II. DEFINITIONS

“Board” means BVI Tourist Board.

“Contract” or “Agreement” means a binding written agreement for the solicited Work and/or Services required by the Board, including purchase orders, containing terms and obligations governing the relationship between the Board and the Contractor.

“Addendum” means a revision of the RFP Documents issued by the Chairperson prior to the due date for submitting Proposals.

“Contractor” means the Proposer or Respondent that receives an award of Contract or Agreement from the Board as a result of this Solicitation.

“Proposal” means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.

“Proposer” or “Respondent” means all Contractors, Consultants, Organizations, or other entities submitting a response to this RFP.

“Scope of Services” or “Scope of Work” means section III of this Solicitation, which details the work to be performed by the Contractor or Consultant.

“Solicitation” means this Request for Proposal (RFP) document, and all associated addenda and attachments.

“Work” or **“Professional Services”** means the provision of professional forensic auditing services, in accordance with generally accepted accounting and auditing practices and standards, including all other labour, materials, equipment and services provided or to be provided by the Contractor in fulfilling its obligations to the Board, as more specifically detailed in the Scope of Services.

III. SCOPE OF SERVICES

This RFP is for services related to a forensic audit of the BVI Tourist Board. A consultant will be awarded an agreement for Professional Services, whereby an estimated maximum compensation limit will be established for the duration of the contract term and adjusted by amendment, if necessary. **The term of the engagement must not exceed three months. Respondent in their response, must demonstrate their ability to complete the scope of work within that time frame.**

Based upon the issues involved in this matter, the Board believes the review will require the assistance of a qualified forensic accountant and an integrated team of accountants to analyze the books, records and policies of the Board in all of the following areas:

- Complete a comprehensive review and reconciliation of fiscal years 2014, 2015, 2016, 2017, 2018 fund accounting practices complying with generally accepted accounting principles (GAAP).
- Determine the efficiency, effectiveness and productivity of the Board by reviewing existing controls, and compliance with these controls.
- Conduct factual investigation, including interviews, and document review to determine that the Board complies with all guidelines and requirements pertaining to all aspects of the Act. Chapter 280. Ordinance 1969.
- Identify areas of risk fraud and misconduct.
- Recommend improvements and best practices
- Assist with policies and procedures as they pertain to all aspects of the conduct and management of the finances of the Board, including but not limited to Financial Reporting, Conflict of Interest and Procurement.

III.1 Procedures and Review

The following outline comprehends but does not limit the type of procedures and review that would be most beneficial to the Board considerations in authorizing this work:

- I. Analyze Board’s contractual agreements as to:
 - a. Procurement and bidding procedures

- b. Financing and payment history
 - c. Management of contract
 - d. Conflict of interest
 - e. Other
- II. Analyze detailed general ledger and account activity to include:
 - a. Understand purpose of each account
 - b. Analyze and investigate activity for specific accounts and transactions as deemed appropriate, including all Board activity accounts.
- III. Analyze Board's documentation and payroll processes as deemed appropriate:
 - a. Support for cash disbursement
 - b. Support for journal entries
 - c. Support for overpayment and/or underpayment, retirement, etc.
 - d. Analyze and investigate all payroll practices
 - e. Other
- IV. Conduct interviews, as necessary
 - a. Accounting staff
 - b. Non-accounting personnel as necessary
 - c. Others
- V. Prepare and present a summary of findings.

III.2 Reports to be issued

Following the completion of the audit, the auditor shall issue the following:

1. A written report communicating the audit procedures performed and the results of those procedures. The report should address the results of the audit procedures in light of the scope of services discussed in sections III above.
2. A written report listing any internal control conditions found during the course of the audit procedures that would be defined as material weaknesses or significant deficiencies in the design or operation of the internal control structure.
3. A written report recommending new systems to enhance and maximize performance; and related work as required.
4. In addition, the Board desires that an additional report provides an evaluation of the Board's internal accounting and operating controls, review compliance with the controls, evaluate risk of

fraud and misconduct and recommend enhancements where necessary to strengthen the Board's practices during this audit engagement. The Board requests that the Auditor communicate recommendations for correcting each noted material weakness or significant deficiency. If during the audit procedures, the Auditor discovers internal control conditions that require the Board's immediate attention, the Auditor(s) are obliged to brief the Board accordingly at that time.

IV. GENERAL INFORMATION AND GUIDELINES

IV.1 Communication Between the Board and Respondents

Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Chairperson of the BVI Tourist Board regarding this RFP. All questions or requests for clarification must be submitted to the following e-mail address: ksprauve@bvitourism.com. The subject line of the email must clearly indicate that the contents are "Questions and Requests for Clarification" about the RFP, and must refer to "**Request for Proposal (RFP) for the forensic auditor services, Specification No. TB83030.**" The specification number must appear in the subject line of the e-mail. No telephone calls will be accepted.

All questions and requests for clarifications must be submitted no later than **4:00 pm, Atlantic Standard Time, on January 15, 2020**, or no response will be provided. A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFP process.

Deadline and Procedures for Submitting Proposals

To be assured of consideration, Proposal responses must be received by the Board **no later than 4:00 pm Atlantic Standard Time on January 30, 2020**.

The Board will not accept responses delivered after the established deadline, stated above. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Proposals must be delivered via email only.

Respondent is required to submit an electronic copy in PDF format sent to the point of contact on this email ksprauve@bvitourism.com. The subject line must be marked as follows:

"Request for Proposal (RFP) - Forensic Auditor - Specification No. TB83030"

The Board is within its rights to consider a proposal non-responsive and disqualify a prospective Respondent if it does not follow this format or if the proposal fails to include all of the requirements of this RFP.

IV.2 Procurement Timetable

The timetable for the RFP solicitation is summarized below. Note that these are target dates and are subject to change by the Board.

Advertisement of Request for Proposal	January 8, 2020
Questions and Clarification Deadline	January 15, 2020 4:00 pm
Proposal Submission Deadline	January 30, 2020 4:00 pm

V. PREPARING PROPOSALS: REQUIRED INFORMATION

Each Proposal response must contain all of the following documents and must conform to the following requirements.

V.1 Format of Proposals

Proposal response must be prepared on 8 ½" X 11" letter size format.

Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposal response must be clear, concise and well organized.

V.2 Proposal Document Instructions

The submitted proposal must utilize the following format and content detail. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant proposal.

A. Cover Letter – (Mandatory)

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

1. Indicate the number of years the company has been in business and provide an overview of the experience and background of the company and its key personnel committed to providing Services.
2. Identify the legal name of the company, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners and Board to do business in British Virgin Islands.

3. Indicate the name, telephone number(s) and e-mail address of the principal contact for this submittal, oral presentation or negotiations.

B. Executive Summary

Respondent must provide an executive summary which explains its understanding of the Board's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully conducting the forensic audit for the Board; capacity to perform, and approach to project management, satisfying the scope of services in the RFP and any additional factors for the Board's consideration.

C. Company Profile Information

Respondent must provide a brief history and description of their firm's business organization and its performance audits, forensic audits, best practice and compliance assessments, as well as specialized services practice and experiences. Within the profile, Respondent is required to include the location of offices and the number of auditors and forensic auditors available for project work and elaborate the specific expertise and services that distinguish their firm.

Respondent must

- i. Affirm that their firm, the partner and manager assigned to the audit engagement are properly licensed to perform the scope of services requested.
- ii. Affirm that their firm meets the independence standards defined in the Ethical Rules of the AICPA.
- iii. Affirm that their firm meets the peer review standard of the AICPA and Government Auditing Standards.

Professional Qualifications & Experience

Respondent must provide a summary of individuals who will be dedicated to the Services. For each key person identified, Respondent must provide the following information:

- Summary of the key personnel who will be dedicated to the Services as proposed for the master agreement.
- Key personnel areas of expertise and areas for prime responsibility for various tasks or aspects of the Services.
- Resumes or corporate personnel profiles with past experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Services as described in this RFP. Respondent must provide the following information:

D. Forensic Audit Approach

Respondent must describe the policies and procedures, strategies and methodology for providing the auditing services solicited by this Request for Proposals. Respondent should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section III of this request for proposals. Respondent will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement with anticipated time frames for each segment.
- Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- Type and extent of analytical procedures to be used in the engagement.
- Approach to be taken to gain and document an understanding of the Board's internal control structure.
- Identification of the extent of substantive tests of balances procedures to be performed.

Respondent must also identify and describe any potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Board.

E. Cost Proposal/ Compensation of Schedule

The Respondent must provide pricing information in the format and content outlined in **Exhibit 1** in order for the Respondent's Proposal to be considered responsive to this section and to facilitate equitable cost comparisons. Proposals that fail to include cost proposal information will be rejected as incomplete and deemed non – responsive. For purposes of comparing costs among Respondents, Respondent must not deviate from the cost table outlined in **Exhibit 1**. The Board reserves the right to negotiate a final fixed price, terms and conditions with selected Respondent(s).

VI. EVALUATING PROPOSALS

An Evaluation Committee, which will include representatives from the Tourist Board and the Board of Directors will review and evaluate the Proposals, as described below. The Proposal evaluation process is organized into two phases:

- Phase I - Preliminary Proposal Assessment
- Phase II - Proposal Evaluation

Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the Evaluation Committee, be rejected

from further consideration due to “non-responsiveness” and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II of Proposal Evaluation process.

Phase II - Proposal Evaluation

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsibility of the Respondent and responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance) as applicable:

- A. Professional and Technical Competence: [Evaluation points: 25]
 - 1. Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Section III (Scope of Services) of this RFP.
 - 2. Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).
 - 3. Professional Qualifications and Specialized Experience of Respondent’s Key Personnel (and Team Members).
- B. Quality, Comprehensiveness and Adequacy of the proposed Approach, Strategy and Methodology for Implementing Engagements: [Evaluation points: 25]

The Evaluation Committee will review each Proposal response for the Respondent’s understanding of the objectives of the Services. Each Respondent will be evaluated on their overall strategy, methodology and approach to implementing engagements.

- C. Cost Proposal/ Compensation Table: [Evaluation points: 40]

The Board will consider the degree to which Respondent adheres to the Compensation Table in **Exhibit 1**.

- D. Compliance with Laws, Ordinances, and Statutes: [Evaluation points: 10]

The Evaluation Committee will consider Respondent’s compliance with all laws, ordinances, and statutes governing the contract.

The Evaluation Committee will carefully evaluate all proposals received by calculating the evaluation points to rank, and select a limited number of Respondents to present additional details via an on-site evaluation. The evaluation committee will select the capable Respondent for further negotiation pursuant to this Request for Proposal.

VII. ADDITIONAL DETAILS OF THE RFP PROCESS

VII.1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all of the prospective Respondents. A copy of addenda associated with this RFP specification number will also be sent to media in the British Virgin Islands. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

An addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Chairperson – Tourist Board

VII.2 Board's Rights to Reject Proposals

The Board reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by this RFP.

VII.3 No Liability for Costs

The Board is not responsible for costs or damages incurred by Respondents in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, oral presentations or negotiations.

VII.4 False Statements

- (a) False Statements

Any person who knowingly makes a false statement of a material fact to the Board in violation of any statute, ordinance or regulation, or who knowingly falsified any statement of a material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of a material fact made in connection with a bid, or proposal, is liable to the Board for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the Board sustains because of the person's violation of this section.

- (b) Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited shall be liable to the Board for the same penalties for the violation.

VII.5 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as an acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The Board makes no representation, warranty, assurance, guarantee or endorsements to Respondent concerning the RFP, whether with regard to its accuracy, completeness or otherwise, and the Board shall have no liability towards the Respondent or any other party in connection therewith.

REIMBURSABLE EXPENSES*

3. Air Travel: (Full Economy Class or Equivalent)

Routing	Air Fare	No. of Flights	Total
Total Air Travel			

4. Local Travel: (Rental Vehicle or Taxi)

Journey	Cost	No. of Journeys	Total
Total Local Travel			

5. Miscellaneous

Item	Description, number etc	Total
Printing and Binding		
Communications		
Equipment Purchase		
Accommodation (not listed in Per Diem) for long term experts		
Other Miscellaneous Expenses (to be specified)		
Miscellaneous Total		

6. Contingencies: (utilization only after prior approval in writing by the Board)	[contingency]
Total Amount of Financial Proposal	