

# ***Request for Proposals***

## ***Audit Services***

Transforming the Farmer to Consumer Supply Chain  
with Climate-Smart Agriculture Partnerships Project

<b>Request For Proposals Summary</b>	
Release Date	September 30, 2024
Evaluation Timing	Submissions will be evaluated on a rolling basis* until Carbon A List discontinues this solicitation.  *Carbon A List will evaluate proposals on a weekly basis for a period of forty-five (45) days, and on a bi-weekly basis thereafter.
Evaluation Deadlines	The following evaluation deadlines apply. Proposals received after 11:59 PM on the deadline will be evaluated in the following cycle. October 14, 2024 October 21, 2024 October 28, 2024 November 4, 2024
Revisions	1: Revised to clarify that there are two audits needed for two entities awarded by the Grant (see highlighted text on pages 2 and 4)
Submission Portal Link	<a href="#">Link to Submission Form</a>

Carbon A List, LLC- PO Box 53, Hotchkiss, CO 81419

## About Carbon A List

Carbon A List is a climate action instigator specialized in navigating the burgeoning opportunities for climate action, especially, but not limited to, the land sector. Our mission is to help clients and partners unlock climate action in a way that creates equity, transparency, and continuous improvement. Carbon A List offers strategic consulting, methodology development and design, and project development services to a wide range of climate-centric organizations.

## About the Grant

We are leveraging our expertise and positioning to deliver on a [\\$70 million U.S. Department of Agriculture Partnership for Climate Smart Commodities grant](#) (“the Grant”). Serving as a collaboration between industry partners, the Grant is designed to develop end-to-end supply chain partnerships with the goal of both producing climate smart commodities and marketing them via brands and retailers to consumers. In coordination with its Project Partners and Service Providers, Carbon A List aims to enroll more than 350 participating farms in its climate-smart commodity incentive programs.

## About the Request

Carbon A List requires a qualified auditing firm to perform a Single Audit **for each of its two entities awarded by the Grant**, as required under the Uniform Guidance (2 CFR 200 Subpart F). **Each** audit will be conducted in compliance with the standards applicable to financial audits contained in the Generally Accepted Government Auditing Standards (GAGAS), as well as specific USDA federal program requirements.

The primary purpose of the Single Audit is to ensure compliance with federal regulations, including USDA requirements, and the proper use of federal funds. **Each** audit will cover the fiscal year 2024, and it will review the financial statements as well as specific compliance requirements related to the USDA grant and other federal awards. There is an opportunity to extend audit services for the remaining grant period (2025 - 2028).

## Scope of Work

Carbon A List seeks contractor support for the following scope of work:

- Perform an audit of financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS).
- Conduct a Single Audit per the Uniform Guidance and USDA-specific requirements.
- Prepare a Schedule of Expenditures of Federal Awards (SEFA).
- Provide an opinion on the fairness of the presentation of the financial statements.

- Provide an opinion on compliance with federal statutes, regulations, and terms and conditions of the USDA grant and other federal awards.
- Review internal controls over financial reporting and compliance with USDA requirements.
- Prepare the Data Collection Form for reporting on the Federal Audit Clearinghouse.

## Evaluation Criteria & Method

Carbon A List will evaluate submissions on the following basis:

### **Qualifications and Experience (30%)**

- Certified Public Accounting firm
- Experience conducting Single Audits under Uniform Guidance and with federal agencies, particularly the USDA.
- Knowledge of Government Auditing Standards, Uniform Guidance, and USDA grant compliance requirements.
- Demonstrated success in similar projects.

### **Understanding and Approach (25%)**

- Understanding of the project's needs and challenges.
- Proposed strategy for managing audit timelines and deliverables.
- Plans for collaboration and communication with Carbon A List.

### **Timeline and Capacity (15%)**

- Clarity and feasibility of proposed deliverables.
- Alignment with project goals and requirements.
- A realistic and well-defined timeline.

### **Budget (20%)**

- Comprehensive breakdown of costs.
- Value for money considering the complexity and volume of the work.
- Transparency in pricing (hourly rates, fixed fees, etc.).

### **References (10%)**

- Provision of references from similar projects.
- Reputation for quality, reliability, and integrity.
- Evidence of successful past performance in comparable work.

## Submission Process

**Format:**

Proposals should be submitted in PDF format, Arial or Times New Roman, 12-point font. The proposal should not exceed 10 pages in length, including graphics, figures, and/or tables.

### **Content:**

Proposals must cover the following information:

1. **Executive Summary:** Provide a concise overview of your proposal, highlighting your understanding of our needs and your solution's value proposition.
2. **Approach to Scope of Work:** What is your approach to managing the specified scope of work, including methodologies, technologies, and processes you will employ?
3. **Key Personnel:** Identify key personnel who will support this contract, including their roles, qualifications, and relevant experience.
4. **Cost Breakdown:** Offer a detailed cost breakdown by scope area and anticipated staff support, including hourly rates or fixed costs associated with each segment of the work.
5. **References:** Include references from previous clients for whom you've performed similar services.

### **Submission:**

Proposals must be submitted through the [Submission Form](#) in order to be considered. Any issues with the submission platform and/or process can be posted to our [FAQ page](#) or directed to [proposals@transformf2c.com](mailto:proposals@transformf2c.com).

## Review & Selection

Carbon A List is committed to a transparent, equitable procurement process designed for integrity and compliance. Our aim is to select the most suitable service provider through a structured and impartial evaluation.

**Scoring Round:** We employ a standardized scoring rubric to ensure unbiased proposal assessments. Reviewers disclose any potential conflicts of interest to prevent bias. Proposals must meet a defined minimum score to advance, ensuring only the top candidates proceed to the interview stage.

**Interview Round:** Carbon A List will interview selected proposers using scenario-based questions directly linked to project needs. Responses will be evaluated per the RFP evaluation criteria.

## Budget

The total anticipated budget for this work is expected to fall below \$20,000 per audit, or \$40,000 total.

We invite proposers to consider offering tiers of service within their proposed budget. Proposals should clearly outline the scope of services provided at each proposed tier, including a detailed breakdown of costs associated with each level of service.

## Terms & Conditions

### **Contract duration**

The contract will be negotiated by Carbon A List and the selected proposer. The term will not exceed 4 years.

### **Payment terms**

Payments are made on a monthly basis. Payment is made depending on the contractor's compliance with payment standard operating procedures and processes.

### **Federal Procurement Standards Compliance**

Generally, Contractor shall comply with

- all laws applicable to Contractor in its performance and delivery of services; and
- all policies and procedures related to this Grant published by Carbon A List from time to time and delivered to Contractor.

### **Conflict of Interest**

Please disclose any current or potential conflicts of interest. Failure to disclose may result in disqualification from this opportunity or termination of any future agreement between Carbon A List and the Service Provider. Potential and current conflicts include but are not limited to immediate family members and professional engagements that hinder your objective performance of the work.

**Regulatory Changes** In the event of a change in regulations that have a direct impact on the Contractor's ability to provide the Services or Deliverables in a timely manner, the Parties agree to meet and confer on adjustments to processes and procedures or modifications to this agreement. During the meet and confer period, Parties agree to use reasonable efforts to comply with current and new regulations, policies, and procedures using interim guidance, in writing, from Carbon A List on how to proceed.

### **Non-Disparagement**

Recipients may not engage in any advertising deemed by USDA as disparaging to another agricultural commodity or competing product, or in violation of the prohibition against false and misleading advertising. Disparagement is defined as anything that depicts other commodities in a

negative or unpleasant light via overt or subjective video, photography, or statements. Comparative advertising is allowable, provided the presentation of facts is truthful, objective, not misleading, and supported by a reasonable basis.

**Additional Information**

Note this opportunity is open to U.S. businesses. Please state that your business is located in and licensed to operate within the United States. This opportunity is only open to businesses that do not have pending or current lawsuits that would impact ability to deliver services.