



OPENCAPe

Creating Regional Broadband Opportunities

PO Box 762 | West Barnstable, MA | 02668-1599

(888) 253-2561 V | (508) 375-4162 F info@opencape.com | www.opencape.com

August 18, 2010

The OpenCape Corporation is seeking a certified public accounting firm for auditing services.

RFP Timeline

- **August 18, 2010** – RFP released
- **September 15, 2010** – All RFP submissions due
- **September 16-30, 2010** – Vendor meetings scheduled
- **October 1, 2010** – Selection

RFP Response:

One (1) electronic copy of the reply must be emailed to info@OpenCape.com **on or before 5:00pm on September 15, 2010**. Three (3) hard copies should be mailed to P.O. Box 762, West Barnstable, MA 02668 or delivered to C/O Cape Cod Commission, 3225 Main Street, Barnstable, MA 02630.

Sincerely,

Daniel J. Gallagher
CEO



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OpenCape Corporation

REQUEST FOR PROSOSAL

Audit Services
Supporting OpenCape Corporation

1. Overview

The OpenCape Corporation is a 501 (C) (3) non-profit corporation dedicated to improving the broadband network infrastructure on Cape Cod and the southeast Massachusetts region.

The non-profit OpenCape Corporation was awarded a \$32 million Broadband Technology Opportunity Program (BTOP) grant by the National Telecommunications and Information Administration (NTIA) from American Recovery and Reinvestment Act (ARRA) stimulus funds on February 28, 2010. The \$32 million BTOP grant will be combined with matching funds totaling \$8 million from the Commonwealth of Massachusetts, a private construction/operating partner(s), and Barnstable County to construct a comprehensive middle mile communications network to support the economic, educational, public safety and governmental needs of the southeast Massachusetts region.

The OpenCape Corporation is soliciting responses from certified public accounting firms for audit services.

1.2. The Process for Evaluating RFP Responses

OpenCape requires auditing services as quickly as possible and therefore the time for response to the RFP is short. The deadline for submitting responses to this RFP is **September 15, 2010** (*Please refer to Section 4 for additional detail*).

After proposals have been initially reviewed and evaluated, OpenCape, in conjunction with its accounting firm, Accounting Management Solutions, shall interview various proposing firms. During the interview the proposing firm may be required to make an oral presentation regarding its proposal. OpenCape will schedule the time and location for interviews. OpenCape expects to schedule the interviews to take place within the period 16-30 September, 2010.

1.3 Liability for Costs Incurred for Proposal Preparation

OpenCape is not, and shall not be, liable or responsible for any costs or expenses incurred by a proposing firm in the investigation, preparation, submission and production of a proposal, for expenses for any retained consultants, or for any work performed by the proposing firm prior to the final execution of agreements. All such costs and expenses are the sole and absolute responsibility of the proposing firm.

2. Evaluation Process and Criteria

2.1. Evaluation criteria

Responses will be evaluated on the degree to which they help OpenCape Corporation meet its objectives. We will look at the following dimensions of each response:

- Scope of services – Proposal responses will be evaluated based upon the completeness of their ability to meet the required auditing services detailed in section 3 as well as any relevant additional service proposed.
- Expertise – Evaluations will include demonstrated competency in all of the required services, particularly as provided to non-profit organizations and federal grant awardees.

- Timeliness –The ability to begin work with OpenCape promptly.
- Cost – Proposals will be evaluated based upon the overall cost effectiveness to OpenCape.

2.2. Right of Evaluation

OpenCape Corporation will have the sole responsibility of evaluating the Responses based on the above criteria.

Proposals will be evaluated based on the quality of responses to this RFP, experience of the firm and firm's personnel, ability to perform the services in a timely manner and cost. Although cost will be a significant factor in OpenCape's decision, OpenCape reserves the right to select, and enter into a contract with respect to the services with a firm that does not offer to provide the services at the lowest cost to OpenCape. OpenCape also reserves the right to reject any and all proposals. All proposals must remain valid, and the proposing firm must agree to be bound by its proposal, for a period of ninety (90) days, although OpenCape reserves the right to negotiate the final terms of the engagement with the successful proposing firm, which terms may differ from the terms set forth in its proposal.

At its discretion, OpenCape Corporation may elect not to pursue an Agreement for any of the services requested in this RFP, or to pursue an Agreement with one or more respondents for some or all of the requested services.

2.3. Response Requirements

One (1) electronic copy of the reply must be emailed to info@OpenCape.com using a standard file format (e.g., Adobe PDF, Microsoft Word) **on or before 5:00pm on September 15, 2010**. Three (3) hard copies should be mailed to P.O. Box 762, West Barnstable, MA 02668 or delivered to C/O Cape Cod Commission, 3225 Main Street, Barnstable, MA 02630.

2.4. Questions Regarding RFP

Any questions regarding this RFP should be submitted no later than **August 27, 2010** (*Please refer to Section 4 for additional detail*) to the following e-mail address: info@OpenCape.com.

All questions received by the deadline, along with the corresponding responses, will be posted to the OpenCape website within two working days.

2.5. Availability of Proposals

Any items that the vendor wishes to cover under a non-disclosure agreement should NOT be included in this response.

3. Scope

3.1. General description / requirements

We are requesting a proposal for the following services to be rendered to OpenCape:

3.1a Immediate

- Assessment of OpenCape’s current policies and procedures to support an efficient and effective auditing process, particularly to undergo an A-133 single and program audit related to its ARRA grant.

3.1b Annual Audits for fiscal years 2010, 2011, and 2012:

- Audits should begin immediately after the conclusion of a fiscal year.
- Audit the consolidated financial statements of OpenCape and render a written opinion on the financial statements, provide recommendations and observations concerning OpenCape's system of internal control and other procedural matters, and provide an oral presentation to the OpenCape Board regarding audit results.
- A-133 single and program specific audit using Generally Accepted Government Accounting Standards (GAGAS) as described in the “BTOP Recipient Handbook FY 2010 at http://www2.ntia.doc.gov/files/BTOP_Recipient_Handbook.pdf and meet the timelines specified by federal grant requirements to:
 - Conduct audit within 90 days after the end of the first year’s performance period. An audit is also required after the project expiration date.
 - OpenCape’s award period began on February 1, 2010 and will expire on January 31, 2013.
- A copy of the audit report must be submitted to the Federal Audit Clearinghouse within 30 days of the auditor’s report, and no later than nine months after the end of the audit period, at:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jefferson, IN 47132
- The auditor should follow generally accepted government auditing standards and the requirements for a program-specific audit as described in OMB Circular A-133 § 235 and any applicable compliance supplements and BTOP audit guidelines. A copy of the program-specific audit shall be prepared for the Grants Officer and Department of Commerce OIG at the following address:

Office of Inspector General
U.S. Department of Commerce
Atlanta Regional Office of Audits
401 West Peachtree Street, N.W., Suite 2742
Atlanta, GA 30308.
- Preparation of the Federal Form 990
- Preparation of Form PC

3.3 Proposal Information Required

Proposals must include at a minimum the following information:

- The name of the proposing firm and a brief description of the firm; including the number of professional and nonprofessional staff, by position;
- The experience of the proposing firm in providing auditing services to organizations who have received significant government grants including federal ARRA funds;

- Services provided to public charities exempt from Federal tax under Code Section 501(c)(3);
- Client list, including similar organizations to OpenCape, and four client references;
- The identity and resumes of the personnel of the proposing firm who would be assigned to this account and the experience of said personnel with providing auditing and tax services to public charities, particularly community development organizations exempt from Federal tax under Code Section 501(c)(3);
- The scheduling procedures and projected timetable for all services to be rendered, including projected hours;
- The fees and expenses that the proposing firm would charge for providing the requested services whether they be fixed cost or hourly fees; broken out by service, and any limitations or qualifications that might exist relevant to said price quotation;
- The firm's per diem rates, by staff level, for any special project or consulting work outside of the scope of the services listed above; and
- Any other experience or information that the proposing firm deems relevant to OpenCape's selection process under this RFP.

3.4 Timeline

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4. Due Dates

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