



City of Tacoma

REQUEST FOR PROPOSALS Doc1661787158
Annual Audit Services
Ariba Discovery Post# 6425759 -
ANNUAL AUDIT SERVICES RFP

Solicitation Bid Deadline: 11:00 a.m., Pacific Time, March 19, 2019

Discovery Posting Expiration: 11:59 p.m., Pacific Time, March 18, 2019

Required Registration:

In order to view a complete set of solicitation documents for the above referenced solicitation, suppliers must:

1. (Only for CoT suppliers new to Ariba) **Complete City of Tacoma's Supplier Profile Questionnaire through this link:** <http://cityoftacoma.supplier.ariba.com/register>
2. (Only for CoT suppliers new to Ariba) **Get City's supplier management "Organization Approval" notice**
3. (All suppliers) **Click "Respond to Posting" on Ariba Discovery's solicitation post (<http://discovery.ariba.com/rfx/6425759>)**

Steps 1 and 2 are not necessary in case the Supplier has already participated in prior City of Tacoma's events in Ariba.

Suppliers must complete Step 3 before Solicitation Bid Deadline to view solicitation documents.

Solicitation Documents: Solicitation documents may only be viewed by fully Registered and Approved vendors. Suppliers must complete all registration steps to be eligible to participate.

Project Scope: The City is soliciting proposals for annual audit services for multiple departments in accordance with the requirements of the Federal Energy Regulatory Commission, the National Association of Regulatory Utility Commissioners, and the Washington State Auditor.

Project Estimate: \$1,250,000.

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Submittal Delivery: Submittals will be received and time stamped using the City's E-Procurement system SAP Ariba.

Submittal Opening: Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals will be posted on the City of Tacoma webpage.

Paid Leave and Minimum Wage: Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit www.cityoftacoma.org/employmentstandards .

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.