REQUEST FOR PROPOSALS

FOR FINANCIAL AUDIT SERVICES

PREPARED BY:

THE ATLANTA DEVELOPMENT AUTHORITY
D/B/A INVEST ATLANTA

FEBRUARY 11, 2022

RESPONSES DUE: MARCH 11, 2022, by 5:00 PM

INVESTATLANTA
Atlanta's Development Authority

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REQUEST FOR PROPOSALS ("RFP")

FINANCIAL AUDIT SERVICES

INTRODUCTION

The Atlanta Development Authority d/b/a Invest Atlanta ("Invest Atlanta") is soliciting responses to this Request for Proposals ("RFP") from interested and qualified CPA firms (each, a "Respondent") for Financial Audit Services. Invest Atlanta has been created and is existing under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of the City of Atlanta, Georgia (the "City") and currently operates as a public body corporate and politic of the State of Georgia. Invest Atlanta was created to promote the revitalization and growth of the City and serves as the City's Economic Development Agency. Invest Atlanta represents a consolidation of the City's economic and community development efforts in real estate, finance, marketing, and employment, for the purpose of providing a focal point for improving the City's neighborhoods and the quality of life for all, of its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and development services in a more effective and efficient manner.

Proposals submitted in response to this RFP will be evaluated by Invest Atlanta team members. Invest Atlanta reserves the right, where it may serve its best interest, to request additional information or clarification from Respondents, or to allow for corrections, errors, or omissions. All proposals submitted in response to this RFP, and all other information submitted in response to a request for additional information, become and remain the property of Invest Atlanta. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this RFP.

Invest Atlanta will not, for any reason, reimburse a Respondent for costs and expenses in connection with responding to this RFP.

BACKGROUND

Invest Atlanta is issuing an RFP for Financial Audit Services for each of the next five (5) fiscal years ending June 30, 2022 through June 30, 2026.

SUBMITTAL DEADLINE

Due to the ongoing public safety emergency caused by the COVID-19 pandemic, as identified by the World Health Organization, President Biden's Continuation of the National Emergency,

Governor Kemp's Executive Order 01.18.22.01 and Mayor Dickens' Executive Orders including 2022-02, and 2022-15 and any succeeding executive orders, Invest Atlanta's physical offices are not open to the public, however the staff is working remotely. Consequently, no hard copies will be accepted.

All responses to this RFP (each, a "Response") must be submitted by email to auditrfp@investatlanta.com to the attention of Nino Chiappetta, Senior Vice President and Chief Financial Officer, by no later than 5:00 p.m., EST, Friday, March 11, 2022. Only emails sent to auditrfp@investatlanta.com will be considered as responsive to the request for proposals. Responses received after this time and date will not be considered. Invest Atlanta email has limitations on attachment size. Proposals shall be submitted in a PDF file under 20 megabits. If the file is over, you will need to send multiple emails. The Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP. Electronic submittals will be held, un-opened, until the time and date noted in the RFP.

PROFESSIONAL FEE

All respondents will be asked to provide a Cost Proposal using the form provided by Invest Atlanta at Exhibit A – Cost Proposal. The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Respondent's Proposal. The Cost Proposal shall serve as the baseline for final fee negotiation with Invest Atlanta.

INQUIRIES

Prospective Respondents are strongly encouraged to submit inquiries regarding this RFP by email, in writing to: auditrfp@investatlanta.com

Only inquiries received in writing will receive a response. Do not contact any Invest Atlanta staff by telephone with any questions or comments pertaining to this RFP. All such written inquiries must be delivered by 5:00 p.m., March 4, 2022. **Inquiries received after such date and time will not be considered and will not receive a response**. Invest Atlanta will publish all timely received written inquires and Invest Atlanta's responses to those inquires as an Addendum to this RFP on Invest Atlanta's website (www.investatlanta.com) on or before the close of business on March 7, 2022.

PROJECT OVERVIEW

As the Economic Development Agency of the City of Atlanta, Invest Atlanta administers a diverse variety of loan, grant, tax credit and other incentive programs designed to develop the City's economy. Invest Atlanta is seeking a qualified and experienced CPA firm to provide Financial

Audit Services for each of the next five fiscal years ending June 30, 2022-June 30, 2026, satisfactory to Invest Atlanta. The intent of this RFP is to provide a basis for selecting the CPA firm.

SCOPE OF SERVICES

Financial Statement Audit Services

Conduct an audit of the financial statements in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, with the objective of expressing an opinion as to whether the presentation of the financial statements that have been prepared by management with the oversight of those charged with governance, conforms with U.S. generally accepted accounting principles.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. In conducting the audit, auditor will perform tests of the accounting records and such other procedures, as auditor considers necessary in the circumstances, based on auditor judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error or fraud, to provide a reasonable basis for auditor opinion on the financial statements. Auditor also will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management and evaluate the overall financial statement presentation.

The audit of the financial statements will be planned and performed to obtain reasonable, but not absolute, assurance about whether the financial statements are free from material misstatement, whether caused by error or fraud. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, fraud (including fraud that may be an illegal act), and other illegal acts may exist and not be detected by an audit of financial statements even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards. Also, an audit is not designed to detect matters that are immaterial to the financial statements, and because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to detect abuse.

Auditor will also perform certain limited procedures to the required supplementary information as required by auditing standards generally accepted in the United States of America. However, auditor will not express an opinion or provide any assurance on the information. Auditor report

relating to the financial statements will include our consideration of required supplementary information.

Subject to the remainder of this paragraph, auditor will issue a written report upon completion of the audit of the financial statements addressed to The Board of Directors of The Atlanta Development Authority, d/b/a Invest Atlanta. Auditor cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for auditor to modify audit opinion(s), add emphasis-of-matter or other-matter paragraphs or withdraw from the engagement. If, during the performance of audit procedures such circumstances arise, auditor will communicate to the audit committee reasons for modification or withdrawal.

Internal Control over Financial Reporting and Compliance and Other Matters

In making risk assessments as part of planning and performing the audit of the financial statements, auditor will consider the City's internal control relevant to the preparation and fair presentation of the financial statements in order to determine the nature, timing, and extent of the audit procedures for the purpose of expressing an opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of Invest Atlanta's internal control.

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, auditor will perform tests of the Invest Atlanta's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, the objective is not to provide an opinion on compliance with such provisions.

In accordance with *Government Auditing Standards*, auditor will prepare a written report, *Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards* (GAGAS report), on the consideration of internal control over financial reporting and tests of compliance made as part of the audit of the financial statements. While the objective of the audit of the financial statements is not to report on the Invest Atlanta's internal control and auditor is not obligated to search for material weaknesses or significant deficiencies as part of the audit of the financial statements, this report will include any material weaknesses and significant deficiencies to the extent they come to auditor attention. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. This report will also include instances of:

- Fraud and noncompliance with provisions of laws or regulations that have a material effect on the financial statements or other financial data significant to the audit objectives and any other instances that warrant the attention of those charged with governance;
- Noncompliance with provisions of contracts or grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives; or
- Abuse that is material, either quantitatively or qualitatively.

The report will describe its purpose and will state that it is not suitable for any other purpose.
In accordance with *Government Auditing Standards*, auditor will also issue a management letter to communicate instances of noncompliance with provisions of contracts or grant agreements or abuse that have an effect on the financial statements that is less than material but warrant the attention of those charged with governance.

In accordance with *Government Auditing Standards*, auditor is also required in certain circumstances to report fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse directly to parties outside the auditee.

Uniform Guidance Audit Services

Auditor will also perform audit procedures with respect to the Invest Atlanta's major federal programs in accordance with Title 2 U.S. Code of Federal Regulations Part 200 (2 CFR 200), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("the Uniform Guidance"). The Uniform Guidance includes specific audit requirements, mainly in the areas of internal control and compliance with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the Invest Atlanta's major federal programs that exceed those required by *Government Auditing Standards.*

As part of the audit procedures performed in accordance with the provisions of the Uniform Guidance, auditor will perform tests to evaluate the effectiveness of the design and operation of internal controls that auditor considers relevant to preventing or detecting material noncompliance with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the Invest Atlanta's major federal programs. The tests of internal control performed in accordance with the Uniform Guidance are less in scope than would be necessary to render an opinion on internal control.

Auditor will perform tests of Invest Atlanta's compliance with federal statutes, regulations, and the terms and conditions of federal awards auditor determines to be necessary based on the *OMB*

Compliance Supplement. The procedures outlined in the *OMB Compliance Supplement* are those suggested by each federal agency and do not cover all areas of regulations governing each program. Program reviews by federal agencies may identify additional instances of noncompliance.

As required by the Uniform Guidance, auditor will prepare a written report which provides an opinion on the schedule of expenditures of federal awards in relation to the Invest Atlanta's financial statements. In addition, auditor will prepare a written report (single audit report) which 1) provides an opinion on the Invest Atlanta's compliance with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of its major federal programs and 2) communicates auditor consideration of internal control over major federal programs. The single audit report will describe its purpose and will state that it is not suitable for any other purpose.

The Federal Audit Clearinghouse requires the single audit reporting package, which includes the audited financial statements, to be submitted in a PDF format which is text searchable, unencrypted, and unlocked. Invest Atlanta will authorize for the submission of the reporting package in this format.

Auditor Responsibility to Communicate with the Audit Committee

Auditor will report to the audit committee or those charged with governance, in writing, the following matters:

- Material, corrected misstatements that were brought to the attention of management as a result of audit procedures.

- Uncorrected misstatements accumulated by us during the audit and the effect that they, individually or in the aggregate, may have on our opinion in the auditor's report, and the effect of uncorrected misstatements related to prior periods.

- Significant difficulties and disagreements with management, if any, encountered during our audit.

- Other matters required to be communicated by auditing standards generally accepted in the United States of America.

Auditor will also read minutes, if any, of relevant committee meetings for consistency with auditor understanding of the communications made to the audit committee and determine that the audit committee has received copies of all material written communications between auditors and management. Auditor will also determine that the audit committee has been informed of i) the

initial selection of, or the reasons for any change in, significant accounting policies or their application during the period under audit, ii) the methods used by management to account for significant unusual transactions, and iii) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

To the extent that they come to auditor attention, auditor will inform the appropriate level of management about any illegal acts, unless they are clearly inconsequential, material errors in the financial statements and any instances of fraud. Further, to the extent they come to auditor attention, auditor also will communicate directly to the audit committee illegal acts, unless they are clearly inconsequential, material errors in the financial statements and any instances of fraud that involve senior management or that, in auditor judgment, cause a material misstatement of the financial statements.

Non-audit service - Assistance in Preparing Financial Statements

Auditor will assist management in preparing the financial statements and related notes in accordance with U.S. generally accepted accounting principles. Auditor will use the draft financial statements provided by management to assist management in preparing the financial statements and related notes by providing word processing and reproduction assistance.

Auditor responsibility is to assist management in preparing the financial statements and related notes using the information provided by management. Auditor will not assume management responsibilities on behalf of the Invest Atlanta. However, auditor will provide advice and recommendations to assist management of Invest Atlanta in performing its responsibilities.

Schedule of Deliverables

Financial Statement and Reports	**Fiscal Year Ending**	**Preliminary Draft**	**Final Report**
AHOI Audited Financial Statements	**6/30**	**10/7**	**11/18**
AHOI Yellow Book Report	**6/30**	**10/7**	**11/18**
ADA Audited Financial Statements	**6/30**	**10/21**	**11/18**
ADA Single Audit Report	**6/30**	**10/21**	**11/18**
DDA Audited Financial Statements	**6/30**	**10/21**	**11/18**
DDA Yellow Book Report	**6/30**	**10/21**	**11/18**
URFA Audited Financial Statements	**6/30**	**10/21**	**11/18**

URFA Yellow Book Report	**6/30**	**10/21**	**11/18**
Atlanta Beltline Inc Audited Financial Statements	**6/30**	**10/21**	**11/18**
Atlanta Beltline Inc Yellow Book Report	**6/30**	**10/21**	**11/18**
Atlantic Station TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Atlantic Station TAD Collections AUP	**6/30**	**10/21**	**11/18**
Atlantic Station TAD Proforma AUP	**6/30**	**10/21**	**11/18**
Beltline TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Beltline TAD Collections AUP	**6/30**	**10/21**	**11/18**
Beltline TAD Proforma AUP	**6/30**	**10/21**	**11/18**
Eastside TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Perry Bolton TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Perry Bolton TAD Collections AUP	**6/30**	**10/21**	**11/18**
Perry Bolton TAD Proforma AUP	**6/30**	**10/21**	**11/18**
Princeton Lakes TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Westside TAD Audited Financial Statements	**6/30**	**10/21**	**11/18**
Westside TAD Collections AUP	**6/30**	**10/21**	**11/18**
Home First AUP	**6/30**	**12/23**	**01/20**
REBA Grant AUP	**6/30**	**12/23**	**01/20**

Entity	Estimated # of GL Transaction Line Items	Estimated # of Bank Accounts	Estimated # of Trial Balances Included in Audit	Number of Audit Reports	Estimated # of Conduit Debt Accounts	Estimated # of AP Transaction Line Items	Estimated # of AR Transaction Line Items	Estimated # of Financial Transaction Line Items
ADA	28,337	115	20	10	54	12,229	5,281	10,827
TAD	7,444	89	6	13		3,084	1,412	2,948
RE	1,911	6	6			788	560	563
Total*	**37,692**	**210**	**32**	**23**	**54**	**16,101**	**7,253**	**14,338**
*This does not include transactional information of Atlanta Beltline, Inc.								

Invest Atlanta's Audited Financial Reports are available in the following Dropbox:

https://investatlanta.box.com/s/krt6in2ry07cv9rqvn45ni9f91g8vghy

Required reporting of component units

Invest Atlanta's financial reporting conforms to the Governmental Accounting Standards Board's (GASB) Statement No. 61. Using the GASB criteria, certain component units are blended into the Invest Atlanta's financial statements, while others are discretely presented and audited separately.

Each of the following discrete component units engages its own independent financial auditor, and provides its audited financial statements to Invest Atlanta:

- ADA/CAU Partners, Inc.
- Atlanta Emerging Markets Inc
- Imagine Downtown Managing Member 2007 QEI, LLC

EVALUATION METRICS – EACH RFP RESPONSE WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING:

Responses should include a cover letter introducing the firm or team and the areas of expertise of the firm. The letter should also state the full name, address, phone and fax numbers of the organization and the branch office or other subordinate entity that will perform or assist in performing the services described therein. If responding as a team, the lead firm should be designated with a project manager identified as the single point of contact. Indicate the type of firm ownership (individual, partnership, or corporation) and explain any proposed joint venture relationships. Include the state(s) in which the firm is incorporated and/or licensed to operate and provide a valid insurance certification.

Firms will be evaluated based on overall experience and depth of resources. It is imperative that responses contain all information requested.

Invest Atlanta will convene an Evaluation Committee to evaluate each response properly submitted by a Respondent. At the discretion of Invest Atlanta, follow up interviews may be conducted with the highest-ranking Respondents as recommended by the Evaluation Committee prior to the Invest Atlanta making a final selection of the successful CPA Firm.

To be deemed responsive for evaluation under this RFP, submissions are limited to 30 pages, inclusive of all submission requirements, narratives, and addenda.

Responses submitted to this RFP should include the following information outlined below in the following order:

Section I- Cover Letter

- The cover letter must include the Respondent's name, address, telephone number and fax number, and be signed by a person authorized to act on behalf of the Respondent.
- The letter should also include the name, title, address, e-mail address, telephone number and fax number of the person signing the letter and the name, title, address, e-mail address, telephone number and fax number of one contact person to whom all future correspondence and/or communications may be directed by Invest Atlanta concerning this procurement, if that person is different from the person executing the letter.

- The letter must designate the type of business entity that proposes to enter into a contract with Invest Atlanta and the identity of any other business entities that will comprise the Respondent. The letter must also provide the domicile where each entity comprising it is organized including complete legal entity name, brief history of the entity, contact name, address, phone number, and fax number as well as the legal structure of the entity and a listing of major satellite offices. If applicable, include the state in which Respondent is incorporated or organized. If not Georgia, provide evidence of license to do business in Georgia.
- The letter must include a declarative statement as to whether the Respondent or any member of the Respondent team has an open dispute with Invest Atlanta or the City of Atlanta or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five years.

Section II – Executive Summary

- Provide a brief overview of the proponent's qualifications and proposed approach to accomplish the project detailed in the scope of work.

Section III –Qualifications (45 points)

- This section describes available resources to complete the scope of work in the time specified, including relevant professional licensure, prior experience, and resumes for key individuals.
- Identify and provide resumes for ALL of the individuals that the Team will use to fill the following proposed positions: Partners; Directors; Managers; and Specialists.
- List of Relevant projects, including Client Name; project description; role of the individual; and project actual or expected completion date.
- Client List/Reference Contact (required submittal. A minimum of three (3) references are required.
- Also list in this section the most significant government and/or nonprofit organization engagements conducted by the firm (minimum of 3) that are similar to the engagement described in this request for proposal. The engagements should be ranked based on total staff hours. Indicate the scope of work, deliverables, size of organization, engagement partners, total hours, and the name and telephone number of the principal client.
- Please include the firm's diversity, equity & inclusion policy

Section IV Methodology/Approach (30 points)

- This section describes the proponent's organizational structure and tools used to perform the services required in the scope of work and to manage the service to ensure efficient flow of information, to establish and maintain the necessary cooperative relationships, to ensure proper communication among project team members, and to coordinate project activities to accomplish the project within time and budget constraints.
- The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in the scope of work of this RFP.

Section V Cost Proposal (25 points)

- Each Proponent must submit a Cost Proposal using the form provided by the Invest Atlanta at Exhibit A – Cost Proposal. The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Respondent's Proposal. The Cost Proposal shall serve as the baseline for final fee negotiation with the Invest Atlanta.

TIMELINE AND DELIVERABLES

The RFP can be accessed on-line at

https://www.investatlanta.com/about-us/invest-atlanta-rfps

Due Date	Action Required
February 11, 2022	RFP Issued
March 11, 2022	Responses due to Invest Atlanta
February 11, 2022	Open to Receive Written Questions
March 4, 2022	Deadline to submit Written Questions
March 7, 2022	Responses to Written Questions Posted
March 14 – 18, 2022	Review Responses Completed
March 21 – 25- 2022	Interviews with selected Respondents
April 1, 2022	Selected Financial Audit Services Firm Notified on or about

DIVERSITY, EQUITY & INCLUSION POLICY

Economic prosperity and competitiveness in Atlanta start with equitable access to opportunity and pathways to wealth creation. It is more than a goal; it is a guiding principle that drives us. We advance our work through this lens to ensure that all Atlantans are positioned to benefit from economic investments in our city, regardless of their zip code.

We are committed to responsibly utilizing the resources, economic incentives, programs and financial tools available to us to increase sustainable living wage jobs and affordable housing,

reduce income and wealth gaps across racial and socioeconomic lines, and help ensure all Atlanta neighborhoods and residents have the assets they need to thrive.

EQUAL BUSINESS OPPORTUNITY

Invest Atlanta encourages all Respondents to promote opportunities for diverse businesses, including Minority Business Enterprises ("MBE"), Female Business Enterprises ("FBE") and Small Business Enterprises ("SBE") to compete for business as subcontractors and/or suppliers. However, nothing herein should indicate that an MBE, FBE or SBE may not apply and be selected independently, as MBEs, FBEs, and SBEs that meet the qualifications of this RFP are encouraged to submit their qualifications for consideration. For an MBE, FBE or SBE to participate on the contract, said MBE, FBE or SBE must be certified as an MBE or FBE and be registered with the City's Office of Contract Compliance M/FBE Register. SBEs must be registered with the City and are defined as businesses not exceeding $2.5 million in gross sales during the recent calendar or fiscal year.

Firms interested in obtaining applications for certification should contact these organizations:

- **City of Atlanta – Office of Contract Compliance (MBE/FBE**): Bruce T. Bell, Interim Director, 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: 404.330.6010, , email: bbell@atlantaga.gov
- **Small Disadvantaged Business (SDB)** certification by the U.S. Small Business Administration provided they reflect certification based upon minority or women-owned status.

EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

Invest Atlanta reserves the right to reject any and all responses, to amend this RFP and the process itself, or to discontinue the process at any time.

E-VERIFY AFFIDAVIT

Provide notarized proof of compliance with Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. **(Appendix B)** E-Verify. Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta (Appendix B-1). To the extent

there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into sub-contracts (Appendix B-2).

TERMS AND CONDITIONS

All proposals and supporting materials as well as correspondence relating to this RFP become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary cannot be honored.

A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent and the development of the Property throughout and are incorporated herein. The contract with the Prospective Purchaser, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.

C. Sub-Contractors as part of the Project team must be clearly identified in the Response, including roles, resumes of key personnel and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date Invest Atlanta receives a Respondent's proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions, or other changes in the configuration of Respondent's proposal or members of Respondent's team.

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Statutory Worker's Compensation Insurance

Comprehensive General Liability Insurance - $2,000,000 limit of liability per occurrence for bodily injury and property damage

Professional Liability Insurance – $1,000,000 limit per occurrence / $2,000,000 per aggregate.

Exhibit A
Cost Proposal, External Financial Audit Services

Each Proponent must submit a Cost Proposal using this form.

Financial Statement and Reports	**6/30/22**	**6/30/23**	**6/30/24**	**6/30/25**	**6/30/26**
AHOI Audited Financial Statements					
AHOI Yellow Book Report					
ADA Audited Financial Statements					
ADA Single Audit Report					
DDA Audited Financial Statements					
DDA Yellow Book Report					
URFA Audited Financial Statements					
URFA Yellow Book Report					
Atlanta Beltline Inc Audited Financial Statements					
Atlanta Beltline Inc Yellow Book Report					
Atlantic Station TAD Audited Financial Statements					
Atlantic Station TAD Collections AUP					
Atlantic Station TAD Proforma AUP					
Beltline TAD Audited Financial Statements					
Beltline TAD Collections AUP					
Beltline TAD Proforma AUP					
Eastside TAD Audited Financial Statements					
Perry Bolton TAD Audited Financial Statements					
Perry Bolton TAD Collections AUP					
Perry Bolton TAD Proforma AUP					
Princeton Lakes TAD Audited Financial Statements					
Westside TAD Audited Financial Statements					
Westside TAD Collections AUP					
Home First AUP					
REBA Grant AUP					
TOTAL					

The following hourly rates will apply for additional work for areas outside the scope of normal audit procedures, but within the audit objectives, as described in Exhibit A Scope of Work. The rates are inclusive of all business and administrative expenses, including training and quality control.

Position	**Hourly Rate**
Partner	
Director	
Manager	
Specialist	
Senior	
Staff	
Other (list as needed)	

APPENDIX B-1

CONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the "Act") and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the "Rules"), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with Invest Atlanta of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor's execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to Invest Atlanta at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to Invest Atlanta and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Employment Eligibility Verification (E-Verify) User Identification Number — Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

_____ _____

BY: Authorized Officer or Agent — Date

_____

Subcontractor Name

_____

Title of Authorized Officer or Agent of Subcontractor

_____

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This ____ day of _____, 20__

_____

Notary Public My commission expires: _____

APPENDIX B-2

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 (the "Act") and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the "Rules"), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned subcontractor further agrees that it will contract for the physical performance of services in satisfaction of the Contract only with sub-subcontractors who present an E-Verify Affidavit to the undersigned subcontractor with the information required by the Act and the Rules. The undersigned subcontractor will forward notice of the receipt of an E-Verify Affidavit from a sub-subcontractor to the Contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an E-Verify Affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the Contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____
Employment Eligibility Verification (E-Verify) Date of Authorization
User Identification Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

_____ _____
BY: Authorized Officer or Agent Date

_____
Subcontractor Name

_____
Title of Authorized Officer or Agent of Subcontractor

_____
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This ____ day of _____, 20__

_____
Notary Public My commission expires: _____