



Rhode Island Airport Corporation

March 2, 2018

REQUEST FOR PROPOSALS

Audit Services
Contract No. 27110

INTRODUCTION

The Rhode Island Airport Corporation (RIAC) is seeking Request for Proposals (RFP) from qualified Firms of certified public accountants for a one-year agreement with an option to renew for up to two (2) years to audit its financial statements for Fiscal Years 2018, 2019 and 2020. These audits and reports shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants for state and local governments. The audit will also be conducted in accordance with the standards for financial audits contained in the "Government Auditing Standards" issued by the Comptroller General of the United States, the revised Single Audit Act and the provisions of the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

BACKGROUND

RIAC was created by the Rhode Island Commerce Corporation (Commerce RI), on December 9, 1992 as a public corporation, governmental agency and public instrumentality, having a distinct legal existence from the State of Rhode Island (State) and Commerce RI, yet having many of the same powers and purposes as Commerce RI. RIAC is a component unit of the State. RIAC is empowered, pursuant to its Articles of Incorporation and Rhode Island law, to undertake the planning, development, management, acquisition, ownership, operation, repair, construction, reconstruction, rehabilitation, renovation, improvement, maintenance, development, sale, lease, or other disposition of any "airport facility", as defined in Title 42, Chapter 64 of the Rhode Island General Laws, as amended (the "Act"). "Airport facility" is defined in the Act in part as "developments consisting of runways, hangars, control towers, ramps, wharves, bulkheads, buildings, structures, parking areas, improvements, facilities, or other real or personal property, necessary, convenient, or desirable for the landing, takeoff, accommodation, and servicing of aircraft of all types, operated by carriers engaged in the transportation of passengers or cargo, or for the loading, unloading, interchange, or transfer of the passengers or their baggage, or the cargo, or otherwise for the accommodation, use or convenience of the passengers or the carriers or their employees (including related facilities and accommodations at sites removed from landing fields or other areas), or for the landing, taking off, accommodation, and servicing of aircraft owned or operated by persons other than carriers".

Pursuant to the State Lease Agreement, RIAC leases T.F. Green Airport (Airport) and the five general aviation airports (collectively, Airports) from the State for a term ending June 30, 2046 at a rental of \$1.00 per year. RIAC has also acquired all of the personal property and other assets of the State located at or relating to the Airports. In consideration of RIAC's assumption of the Rhode Island Department of Transportation's (RIDOT) responsibilities with respect to the Airports, the State and RIDOT have assigned to RIAC all of their rights to the revenues of the Airports, the proceeds of State General Obligation (GO) Bonds related to the Airports, Federal Aviation Administration (FAA) grant agreements, a Federal Highway Administration grant, insurance proceeds, all contracts including concession agreements and the prior airline agreements, and all licenses and permits.

RIAC operates on a fiscal year basis beginning on July 1st and continuing through the following June 30th of each year. RIAC was created to operate as a self-sustaining entity. RIAC has utilized State GO Bonds issued on behalf of RIAC for the intended use at the Airports. Per the Lease Agreement, RIAC is obligated to repay to the State the principal and interest on any GO Bonds issued for airport purposes.

RIAC does not have the authority to issue bonds, notes, or to borrow money without the approval of Commerce RI. In addition, RIAC does not have the power of eminent domain with respect to real property. RIAC does have certain contractual rights under the Lease Agreement to require the State to exercise powers of eminent domain for the benefit of RIAC.

The Board of Directors of RIAC, consisting of seven members, annually approves an operating and maintenance budget, as well as a capital budget for the fiscal year. The Board of Directors relies upon the advice and recommendation of RIAC's Finance & Audit Committee, which consists of three members of the full Board of Directors.

A. Organization and Financial Systems

The accounting, budgeting, treasury, and financial reporting functions are performed under the supervision of the President and CEO, the SVP Finance and CFO, and the VP Finance and CAO. RIAC utilizes Oracle E-Business Suite 12.2.3 for accounts payable, purchasing, fixed assets and general ledger activities. Accounts receivable, invoicing and operational analysis activities are performed using a custom designed system, Airport Business Manager (ABM). Payroll services are contracted out to a third party and these services are managed by RIAC's Human Resources department.

B. Additional Information

Additional information about the Rhode Island Airport Corporation, including audited financial statements, can be found on the website at www.pvdairport.com. Copies of the Passenger Facility Charge (PFC) Program reports are available upon request.

Request For Proposal Requirements

RIAC requires that the Firms keep the proposal to no more than twelve double sided 8 ½ x 11 pages (no less than 10 font), not including resumes.

Proposing Firm shall submit one electronic (thumb drive only) and six printed copies of the proposal to:

Office of Procurement
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road, 3rd Floor
Warwick, RI 02886-1533

Attn: Audit Services – Contract No. 27110

The proposal must be submitted no later than **2:00PM March 23, 2018 EDT**. Late submissions will **not** be accepted. All proposals will be time-stamped upon receipt and any proposals received after the time specified above will be returned unopened. In order to control the dissemination of information regarding this RFP, Firms interested in submitting proposals shall not make personal contact with any member of RIAC staff and/or Board of Directors. Questions concerning this RFP should be submitted to procurement@pvdairport.com no later than **4:00PM March 9, 2018 EDT**. RIAC's responses to questions concerning this RFP will be issued via an addendum by **4:00PM March 16, 2018 EDT**. The addendum will be posted to the following websites www.pvdairport.com/corporate/procurement and www.purchasing.ri.gov .

RIAC accepts no financial responsibility for any costs incurred by a Firm in responding to this RFP, participating in oral presentations, or meeting with RIAC prior to being hired. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. By submitting a proposal, the Firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to interview some, all or none of the Firms responding to this RFP based solely on its judgment as to the firm(s) proposals and capabilities. RIAC reserves the right to select Firms directly from the proposals received without the use of an interview process. RIAC reserves the right to reject any and all submittals, to request and consider additional information from Firms, and to reject any and all submittals on any basis without disclosing the reason. No Firm may withdraw their submittal for at least one-hundred twenty (120) days after the time and date set for submission. Should it be determined by RIAC that in-person interviews are necessary, it is anticipated that such interviews will be scheduled the week of **April 2, 2018**.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a contract for these services.

The term of the agreement will be for one year with two, one-year renewals at the sole discretion of RIAC.

Scope:

These audits and reports shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants for state and local governments. The audit will also be conducted in accordance with the standards for financial audits contained in the "*Government Auditing Standards*" issued by the Comptroller General of the United States, the amended (July 1996) Single Audit Act of 1984 and the provisions of the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

- A. An audit will be conducted in sufficient detail to render an opinion on comparative financial statements including appropriate notes to the statements. The cash flow statement must be on the direct method. Management's Discussion and Analysis shall be included as supplementary information required by generally accepted accounting principles.
- B. The auditor shall provide an executive summary of the annual operating results to the President and CEO. Progress updates should be communicated to the President and CEO as needed throughout the engagement.
- C. The auditor shall include a detail schedule of travel and entertainment expense, and any other schedules required by the Office of the Auditor General or the Director of Administration, as supplemental information as required by State law in the financial statements. Reference to the supplementary information should be made in the auditor's opinion on the financial statements.
- D. The Corporation receives entitlement and discretionary grants from the Airport Improvement Program, sponsored by the Federal Aviation Administration (FAA) of the Department of Transportation. RIAC may also periodically receive funds from other agencies including but not limited to the Federal Emergency Management Agency (FEMA), Transportation Security Administration (TSA) of the Department of Homeland

Security (DHS) and the Federal Highway Administration (FHWA). A supplementary Schedule of Federal Awards with auditor's opinion thereon (required regardless of whether there are any major programs) will be required.

The auditor shall audit major programs as required by OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and express an opinion on compliance for each major program. Major programs shall be determined in accordance with guidance provided in OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

The following procedures should be followed as RIAC is a component unit of the State and RIAC's Single Audit will be included in the State's Single Audit Report:

Identify Type "A" Programs

Type "A" programs will be determined using the State reporting entity's total expenditures of federal awards. Accordingly, an estimate of total federal awards expended by the State of Rhode Island for the fiscal year will be provided by the Office of the Auditor General to RIAC and its auditors.

Risk Assessment

In accordance with criteria outlined in OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements, perform a risk assessment of Type "A" programs identified above to determine if they can be considered low-risk. Consider all Type "A" programs not qualifying for a low-risk assessment to be major programs and perform required audit procedures as outlined in OMB Circular. The auditor should seek approval from the Auditor General's Office before declaring any Type "A" program to be low risk. No risk assessment shall be performed for programs which are less than the Type "A" dollar threshold unless specifically requested by the Office of the Auditor General.

- E. Audit of the Schedule of Passenger Facility Charge (PFC) revenue in accordance with 14 Code of Federal Regulations (CFR) Part 158, "Passenger Facility Charges" requirements.
- F. General Requirements
 - 1. The private auditor selected shall cooperate with the Office of the Auditor General, as principal auditor, in its coordination of the Single Audit of the State. This will include communications between the Auditor General and the private auditor regarding the determination of major federal financial assistance programs using the risk-based approach prescribed by OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
 - 2. Specific inquiries and procedures to assure such coordination include:
 - a) A written representation that the private auditor of a component unit is aware that the financial statements it is to audit will be incorporated in the financial statements of the State as a reporting entity and that its report thereon will be relied upon and referred to by the Auditor General, as well as, any other reports required by *Government Auditing Standards* or the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

- b) RIAC is a subsidiary of Commerce RI. RIAC's private auditor will cooperate with the private auditor of Commerce RI and its subsidiary the Quonset Development Corporation (QDC), as needed.
 - c) The QDC, a subsidiary agency of Commerce RI, manages the "Quonset Airport Support Fund" on RIAC's behalf. As a result, the Quonset Airport Support Fund performance will be included in RIAC's audited financial statements.
 - d) Written representation that the private auditor is independent under the requirements of the American Institute of Certified Public Accountants, including those in "Revised" Interpretation 10 of Rule 101 of the AICPA Code of Professional Ethics and *Government Auditing Standards*.
 - e) A written representation that the private auditor of a component unit meets the continuing education requirements of the "*Government Auditing Standards*" issued by the Comptroller General of the United States.
 - f) A written representation that the private auditor has an appropriate internal quality control system in place and has participated in an external quality control review program as required by *Government Auditing Standards*. It will provide the Auditor General with a copy of its most recent external quality control review report.
 - g) A written representation that the private auditor is familiar with generally accepted accounting principles for state and local government units and with the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; *Government Auditing Standards* issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and will conduct the audit and report in accordance with those standards.
 - h) Attendance of the Auditor General at entrance, exit, and other conferences between the private auditor and RIAC shall be requested.
 - i) Submission of all "draft" copies of the audit report(s) and management letter before the exit conference to the Auditor General and RIAC.
 - j) Prompt notification to RIAC's President and CEO, the Auditor General, RIAC Board of Directors' Finance and Audit Committee and the State Director of Administration by the private auditor if it becomes aware of fraud, abuse or illegal acts or indications of such acts affecting RIAC.
 - k) Prompt notification to the RIAC's President and CEO, Auditor General, RIAC Board of Directors' Finance and Audit Committee and the State Director of Administration by the private auditor if it encounters any significant accounting and/or auditing problems, or any situations that will delay completion of the audit.
3. Audit Workpapers
- a) Audit workpapers of the private auditors shall be made available upon request for the State's Director of Administration and/or Audit General for their review, at the completion of the audit.
4. Upon final completion, thirty (30) copies of the audited financial and single audit reports will be provided to RIAC for distribution according to State, Federal and Indenture requirements. Thirty (30) copies each of the management letter (if

issued) and PFC Audit will be provided to RIAC. Electronic copies of all reports will be provided to RIAC.

Audit Reports:

- A. "Draft" copies of the audit reports, executive summaries, and management letters, including copies of all documents in PDF format, shall be submitted to RIAC for review by the President and CEO, SVP Finance and CFO, the VP Finance and CAO to allow for proper review prior to submission to the RIAC Board of Directors, State Controller's Office the Auditor General, and other appropriate individuals prior to the exit conference. To enable the various personnel to review, the draft copies of the audit shall be submitted in August. This will allow time for any adjustments or presentation changes to be completed prior to the submission of the draft to the RIAC Finance and Audit Committee and Board of Directors.
- a. The auditor will also assist in the coordination of and response to any review comments, inquiries and questions made by above parties in response to the review of the "draft" audit reports.
 - b. The tentative schedule for the audit is as follows: (the following is a schedule for the FY 2018 audit, the schedule for FY 2019 and 2020 are not expected to be significantly different).
 - Planning – May and June
 - Audit Fieldwork – beginning first week August
 - Draft Audit reports for internal RIAC review and revision – 8/20/2018
 - Draft Audit reports for distribution to Finance and Audit Committee and Board or Directors – 8/27/2018
 - Draft Audit reports submitted for review to State Controller and Auditor General – 8/27/2018
 - Presentation of Audit reports at RIAC Finance and Audit Committee Meeting and Board of Director's Meeting – 9/13/2018
 - Final report preparation – through 9/24/2018
 - Deadline for completion of audits and delivery of reports to the State Controller and Auditor General for inclusion in the State's Annual Financial Report is 9/30/2018
- B. Reports to be submitted include:
- a. Report on the basic financial statements based on an audit performed in accordance with generally accepted auditing standards and *Government Auditing Standards*.
 - b. Supplementary financial statements, schedules and information (including the State required format supplementary schedules to be submitted to the Office of Accounts and Control for component units).
 - c. Report on compliance and on internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
 - d. Report on compliance with laws, regulations, contracts and grants based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
 - e. A detailed schedule of travel and entertainment expenses shall be included as supplementary information in the financial statements. All expenditures of \$200 or greater shall be itemized and a total shown for all expenditures less than \$200.

Chapter 35-7-14 of the General Laws of the State of Rhode Island requires the agency to prepare and maintain documentation for all travel and entertainment in sufficient detail to allow for post audit.

- f. Reports and summaries related to federal financial assistance (as appropriate in the circumstances) as required by OMB Circular as required by OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
- g. Any report that may be required under trust agreements, loan agreements, etc.
- h. Other reports requested by RIAC and/or the Director of Administration and/or the Auditor General as required by the applicable section of the General Laws.
- i. Report and summaries related to PFC revenues as required by 14 Code of Federal Regulations (CFR) Part 158.

Management Letter:

Upon completion of the audit, the auditor shall use professional judgment to determine if a management letter is warranted. If warranted, the management letter shall summarize such observations and recommendations developed by the auditor during the course of the audit. The management letter should include comments, and/or recommendations beyond those included in the reports described above, on such matters as:

- A. Policies, procedures and practices employed by the corporation.
- B. Immaterial weaknesses in the internal controls that are not "significant deficiencies".
- C. Use of resources to provide a governmental service in a reasonable, judicious, economical, and efficient manner.
- D. Compliance with state laws pertaining to the corporation and with rules and regulations established by the corporation.

The management letter should be submitted upon completion of the audit to the President and CEO, and the Board of Directors, with copies to the Director of Administration and the Auditor General.

Submittal Criteria:

The proposal shall include the following items, which will assist in the evaluation:

- A. **Qualifications** - The proposal shall demonstrate the qualifications of the Firm and of the particular staff to be assigned to this engagement. It shall also specify an audit approach and timetable that will meet the RFP's requirements. Timetable should include meetings with the President and CEO, and SVP Finance and CFO regarding pre-audit planning in May/June, progress updates as needed during the engagement and the "draft" financial statements in August. The proposal shall address all the points outlined in the Statement of Work. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

- 1. **Independence** - The Firm shall provide a written representation that it is independent under the requirements of the American Institute of Certified Public Accounts and Government Auditing Standards. To that end, Firms shall list and describe professional relationships involving either RIAC, Commerce RI, or QDC for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

2. **License to Practice in Rhode Island** - An affirmative statement shall be included indicating that the Firm holds a valid practice permit from the State of Rhode Island and all assigned key professional staff are properly licensed to practice in Rhode Island or in a state having equal professional standards.
3. **Firm's Qualifications and Experience** - The proposal shall state the size of the Firm, the size of the Firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis. The hours estimated for each individual on the engagement and any preliminary or meeting time budgeted should be presented. Attendance will be required for the RIAC Audit and Finance Committee and Board of Directors meetings in September.
 - a) The Firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past (3) years. In addition, the Firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the Firm during the past three (3) years with state regulatory bodies or professional organizations.
 - b) The Firm shall have an appropriate internal quality control system in place and participate in an external quality control review program as required by Government Auditing Standards. The Firm shall provide a copy of their most recent external quality control review report to the corporation and any subsequent reports received during the term of the contract.
4. **Partner, Supervisory and Staff Qualifications and Experience** - The Firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Rhode Island or in another state. The Firm also shall provide information on the government auditing experience of each person, including information on relevant continuing professional education of the past three (3) years and membership in professional organizations relevant to the performance of this audit.
 - a) The accountant in charge of field work must be a Certified Public Accountant.
 - b) The Firm should provide a written representation that the auditor is familiar with generally accepted accounting principles for state and local government units and with the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
 - c) The audit organization and the individuals responsible for planning, directing, conducting substantial portions of the fieldwork, or reporting on

government audits shall meet the continuing educational requirements of the Government Auditing Standards issued by the Comptroller General of the United States. The Firm shall provide as much relevant information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. The firm also shall indicate how the quality of staff over the term of the agreement will be assured.

- d) Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the Firm, are promoted or are assigned to another office. Other audit personnel may be changed at the discretion of the Firm provided that replacements have substantially the same or better qualifications or experience. However, in either case, RIAC retains the right to approve or reject replacements.
- e) A written representation that the Firm meets the continuing educational requirements of *Government Auditing Standards*.
- f) A written representation that any sub-contractors, co-proposers, or any other entity providing professional services under the engagement will be subject to, and will have met, all the same applicable requirements as the Firm.

- 5. **Similar Engagements with Airport or Government Entities** - List the most significant engagements (maximum of 5) performed in the past five years that are similar to the engagement described in this RFP. These engagements shall be ranked on the basis of total staff hours. Indicate the scope of work, estimated hours engaged on the audit, the time frame, engagement partners, total hours, and the name and telephone number of the principal client contact.

B. Specific Audit Approach - The proposal shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in the Scope of Services paragraph. In developing the work plan, reference shall be made to such sources of information as RIAC's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Firms shall provide the following information on their audit approach:

- 1. Proposed segmentation of the engagement and specific requirements of RIAC staff including time frame of information to be received.
- 2. Level of staff and number of hours to be assigned to each proposed segment of the engagement by staff member.
- 3. Approach to be taken in drawing samples for purposes of audit testing and compliance.
- 4. Type and extent of analytical procedures to be used in the engagement.
- 5. Approach to be taken to gain and document an understanding of RIAC's internal control structure.
- 6. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- 7. Identification of Anticipated Potential Audit Problems - The proposal shall identify and describe any anticipated potential audit problems, the Firm's approach to resolving these problems, and any special assistance that will be requested from RIAC.

C. Cost Proposal - Since the audit contract covers up to three years, an audit fee for each year must be specified. An audit fee shall be presented for each of the following components (See Attachment 'A'):

1. Financial statement audit and related reporting requirements.
2. Federal Single Audit, including the supplementary schedule of federal awards, and reporting requirements related to major federal programs due to the variable scope of work in applying the risk-based approach outlined in OMB Circular.
3. Passenger Facility Charge (PFC) revenue audit and related reporting requirements in accordance with 14 Code of Federal Regulations (CFR) Part 158 "Passenger Facility Charges".

The financial statement audit, Federal Single Audit and supplementary schedule of federal awards, PFC audit and related reporting requirements shall be inclusive of all expenses for each year. Proposals submitted in any other manner will not be accepted. Also, describe how the Firm's fee would be invoiced and the payment terms.

If it should become necessary for RIAC to request the auditor to render any additional services such as, but not limited to, contractual audits and arbitrage reporting, please identify the hourly rates of partners, managers, staff (various levels) etc. who would likely perform such work, or a blended rate. Additional work as a result of the specific recommendations included in any report issued on this engagement or other requested additional work shall be performed only if set forth in an executed task order between RIAC and the Firm.

EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee, which will be seeking to distinguish which Firm has, through the appropriate combination of several criteria, the abilities to best perform the required services to the satisfaction of RIAC. While some criteria may be ranked higher than others in the selection process, the proposal that achieves the highest overall ranking will be considered top-ranked by the Selection Committee. The proposals will be evaluated using the following criteria:

A. Experience and Qualifications-40%:

1. The Firm's experience and performance on comparable airport and/or government engagements.
2. The airport and/or government experience of the Firm's professional personnel to be assigned to the engagement.
3. The quality of the Firm's management support personnel to be available for technical consultation, including airport and/or governmental matters.
4. The experience of the Firm with similar Federal or State Financial Assistance Programs.

B. Audit Approach and Strategy-30%:

1. Adequacy of proposed staffing plan for various segments of the engagement.

2. The Firm's approach and technical experience regarding governmental agencies and construction projects.
3. The Firm's approach to perform the engagement within the specified timeframe.

C. Cost-30%.

RIAC will select a Firm based upon recommendations of the Selection Committee, and subsequent approval of the President and CEO, the RIAC Finance and Audit Committee, the RIAC Board of Directors, the Rhode Island Auditor General's Office and the Department of Administration.

INSURANCE REQUIREMENTS

Evidence of the following minimum insurance coverage must be provided:

- a. General Liability limits of \$1,000,000 per occurrence.
- b. Motor Vehicle Liability Insurance with limits of \$1,000,000.
- c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
- d. Umbrella Liability limits of \$5,000,000 excess of \$1,000,000 primary layer.
- e. Errors and Omissions Coverage with minimum limits of \$1,000,000.

RIAC and the State of Rhode Island shall be named as additional insured on all policies of insurance with the exception of the Errors and Omission (Professional Liability) and Worker's Compensation insurance.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The Firm must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including Affirmative Action and the Disadvantaged Business Enterprise programs.

ADDITIONAL REQUIREMENTS

Campaign Finance Compliance

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. R.I.G.L. § 17-27 Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056). For the purposes of this RFP RIAC asks that Firms commit to properly filing all appropriate documentation prior to any contract being signed.

Major State Decision-Maker

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed

or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;

- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.



Rhode Island Airport Corporation

ATTACHMENT A COST PROPOSAL FORM

	2018	2019	2020
Audit Fees:			
1. Financial Statement	\$ -	\$ -	\$ -
2. Federal Single Audit	-	-	-
3. Passenger Facility Charge (PFC) Revenue Audit	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Invoice and Payment Terms:

	2018	2019	2020
Hourly Rates (if additional services are requested):			
Level:			
Partner	\$ -	\$ -	\$ -
Manager	-	-	-
Senior	-	-	-
Staff	-	-	-
Other (specify)	-	-	-

- OR -

Blended Hourly Rate	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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