



THE COORDINATING & DEVELOPMENT CORPORATION

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REQUEST FOR PROPOSAL (RFP) AUDITING SERVICES

NADA ATTAWAY
COMPTROLLER

***4000 VIKING DRIVE, SUITE A1
BOSSIER CITY, LA 71111-7429***

**The Coordinating & Development Corporation
Request for Proposal (RFP)
Auditing Services**

INTRODUCTION

The Coordinating & Development Corporation (CDC) desires to contract with an independent firm of certified public accountants to provide auditing services for the fiscal year July 1,2022 through June 30,2023. The audit is to be performed in accordance with generally accepted auditing standards and compliance guidelines and regulations which include the following:

1. Government Audit Standards
2. The Single Audit Act
- 3 .Uniform Guidance Supplementary Reports
4. AICPA Professional Standards
5. Provisions of Louisiana Revised Statute 24:513
6. Provisions of the Louisiana Governmental Audit Guide

The CDC would like to provide the entity selected the option of extending the contract to cover an additional two years. Entities responding to the RFP may, at their discretion, provide price quotes for those two years. Providing quotations for the additional two years is optional and proposals received without price quotes for those years will be accepted. Extension of the contract beyond the initial year will require concurrence of both the CDC Board of Directors and contracting firm.

BACKGROUND

The Coordinating & Development Corporation (CDC) is a corporation exempt from income tax under the Internal Revenue Code Section 501(c)(4). The CDC, originally organized and chartered in 1954, is a not-for-profit, private corporation whose service area includes the ten parishes and ninety-two municipalities of Northwest Louisiana. The CDC provides a wide range of services to its membership through its five operating Divisions: Economic Development, Community Development, Workforce Development, Marketing & Economic Development, and Local.

The CDC also provides specialized services to its membership through its organization, as well as partnerships with other organizations. These services include: business investment and finance, employment and training, public works and infrastructure, economic development, international business development, planning and management, energy conservation/natural resources and aesthetics development.

Prior year audits can be found on the Louisiana Legislative Auditor's website.

SUBMISSION OF PROPOSALS

One (1) original and three (3) copies of the proposal must be received by hand delivery, mail, or common carrier, no later than 10:00 a.m. on May 15, 2023. It is the responsibility of the proposer to ensure that the proposal is received by The CDC by the date and time specified. Any proposals received after this deadline will not be considered. Proposals should be addressed as follows:

**The Coordinating & Development Corporation
Attention: Nada Attaway, Comptroller
4000 Viking Dr, Suite A1
Bossier City, LA 71111-7429**

All proposals must bear the name of the entity making the proposal and must have the following clearly written or typed on the face of the envelope of package: "RFP for Auditing Services". No faxed or emailed submissions will be accepted. All proposals must be signed by a principle of the firm. Only licensed CPA firms who have prior government auditing experience and are approved by the Louisiana Legislative Auditor to perform governmental auditing work should respond to this Request for Proposals.

All questions relative to this Request for Proposals should be directed to Nada Attaway, Comptroller, via email at nattaway@cdconline.org.

There is no express or implied obligation for The CDC to reimburse responding firms for any expenses incurred in preparing proposals to this request.

RIGHT TO REJECT OR ACCEPT

The CDC reserves the right to select the proposal that it deems most advantageous, based on cost, responsiveness, qualifications, and other factors that it deems relevant. Additionally, The CDC reserves the right to reject, in full or in part, all proposals submitted, and/or cancel this request for proposals, when such actions are in The CDC's best interest. All contracts are subject to availability of funds.

PROPOSAL REQUIREMENTS

Audit forms responding to this Request for Proposals shall, at a minimum, include the following:

1. Information About the Firm - The audit firm should provide general background information which should include, at a minimum, the following information:
 - a. The organization and size of the audit firm and whether it is a local, regional, national, or international firm.
 - b. The location of the office from which the work will be done and the number of professional staff, by level and function, that will be performing the audit.
 - c. Positive statement that the following mandatory criteria are satisfied:
 - i. An affirmation that the audit firm and assigned key professional staff are properly licensed to practice as a certified public accountant in the State of Louisiana.
 - ii. An affirmation that the proposing firm meets the Independence requirements of the American Institute of Certified Public Accountants (AICPS) and the Government Auditing Standards (GAS).
 - iii. An affirmation that the proposing audit firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards (GAS).

- iv. An affirmation that the firm does not discriminate against any individual because of race or gender regarding consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.
- v. An affirmation that the proposing firm maintains a prudent level of errors and omissions insurance covering the willful or neglectful acts, or omissions, of any officer, employee, or agents thereof.

d. Signed certifications, (See Appendix A - Appendix D)

2. Experience - The CDC desires to contract with an audit firm experienced in the auditing of quasi-government organizations demonstrated in its proposal. This should include experience in the following:

- a. Prior experience auditing governmental organizations.
- b. Prior experience auditing nonprofits organizations.
- c. Prior experience auditing programs receiving funds from the Federal Government.
- d. Prior experience auditing agencies receiving funds from the Louisiana Workforce Commission.
- e. Prior experience auditing similar county or local government activities.

3. Audit Team - The audit firm should adequately describe the qualifications of the staff to be assigned to the audit(s). Descriptions should include:

- a. Audit team makeup. Including audit partners, audit managers, field supervisors, and staff accountants. Identify who the key contact will be and their contact information.
- b. Explanation how daily and overall supervision is to be exercised by the audit team.
- c. Resumes of all audit team members. Such resumes shall include education, position in the firm, years and types of experience, and relevant CPE taken.

4. Understanding of Services to be Performed - The audit firm should describe its understanding of the work to be performed, including audit procedures, estimated hours, and other pertinent information. This should be done via a general audit work plan that the firm will utilize to accomplish the scope defined in the RFP. An explanation of how much time will be spent at Thr CDC's office vs remote work, if the planning procedures will be done concurrently or ahead of time, how items are preferred to be received (physical or electronic), and anything else that will help The CDC understand how the firm performs an audit. The planned usage of a specialist or third party should also be described and must be approved in advance by The CDC.

5. Pricing - The total all-inclusive maximum price proposal should include all direct and indirect costs, including all out-of-pocket expenses. The all-inclusive proposal should include a Not-To-Exceed (NTE) price. The CDC will not be responsible for expenses incurred in preparing and submitting proposals in response to this request. Such costs should not be included in this proposal.

The cost proposal should include the following information:

- a. Name of the Firm.
- b. Certification that the person signing the Cost Proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with CDC.
- c. An all-inclusive NTE price for the June 30, 2023 engagement.
- d. Hourly rates by Partner, Specialist, Supervisor and Staff Level multiplied by the hours anticipated for each.
- e. Hourly rates for additional professional services.

f. Manner of payment - Periodic payments can be made based on work completed during the course of the engagement and out-of-pocket expenses incurred, up to the NTE price for the engagement. Fifty percent (50%) will be withheld pending delivery of the firm's final report.

REQUIRES SERVICES

1. Scope of Service

The CDC is soliciting the services of an independent firm of certified public accountants to perform a financial and A-133 audit of The Coordinating & Development Corporation.

The audit firm shall perform the examination and express an opinion on all of the CDC operations in accordance with the generally accepted auditing standards as set forth by the American Institution of Certified Public Accountants (AICPA), the standards for financial audits set forth in the U.S. General Accounting Office's (GOA) Government Auditing Standards, Office of Management and Budget (OMB) Circular A-133, and any specific requirements of grantor agencies. It will be the responsibility of the audit firm to be knowledgeable of the requirements and to submit all applicable report(s).

The audit firm will prepare the following as part of the audit as prescribed by the Governmental Accounting Standards Board:

- a. The Basic Financial Statement
- b. Required Supplemental Information (RSI)
- c. Other Supplemental Information

A reconciliation of entity-wide financial statements to individual fund financial statements will be provided by The CDC.

The audit firm will prepare the Schedule of Expenditures of Federal Awards and all applicable compliance and internal control reviews required by the U.S. General Accounting Office's (GAO) Governmental Auditing Standards and OMB Circular A-133, including the Data Collection Form for Reporting on Audits of the States, Local Government, and Non-Profit Organizations and with Section 184 of the WIOA and Office of Management and Budget (OMB), 2 CFR Chapter 1, Chapter II, Part 200, et al., Subpart F-Audit Requirements.

The audit firm will review applicable policies, plans, procedures, laws, and regulations and perform tests for compliance with the same under the Statewide Agreed Upon Procedures (SAUP).

The audit staff shall meet with the appropriate CDC staff to discuss the status of the audit on a weekly or as needed basis. These meetings are the opportunity to discuss outstanding items, information requests, potential management comments or audit findings, potential audit adjustment, and estimated completion date.

2. Performance of Services

The audit firm selected will be responsible for assigning an experienced and dedicated team to perform the audit.

- a. The CDC expects to receive a draft audit for its review at least two (2) weeks prior to the due date. Upon conclusion of the audit field work, but prior to the issuance of the report, the audit firm shall meet with the CDC personnel for an exit conference to discuss the audit findings and provide recommendations for improving The CDC's internal controls. Such observations must be summarized in writing.

- b. After completion of the audit, the auditing firm shall attend a regularly scheduled Board of Director's meeting to discuss the audit.
- c. All working papers and reports must be retained at the audit firm's expense for a minimum of five (5) years unless the firm is notified in writing by The CDC of the need to extend the retention period. The audit firm will be required to make working papers available upon request. The audit firm shall also respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to the matters of continuing accounting significance.

3. Delivery Schedule - The following delivery schedule is expected to be met:

- a. The audit must be completed and issued by December 31st of each year.
- b. The audit firm shall deliver 15 bound copies of the final audit report in addition to an electronic copy of all reports as well as a final trial balance and adjusting entries.
- c. The audit firm shall directly submit all required documents to the Louisiana Legislative Auditor and the Federal Audit Clearing (FAC) in a timely manner, and by the due date of December 31st. The audit firm shall provide documentation of such submission to CDC.

Reports may be submitted earlier than the above schedule. However, if the audit firm fails to make delivery of the audit report within the time schedule specified herein, or if the audit firm delivers reports that do not conform to all the provisions of this contract, The CDC may, by written notice of default to the audit firm, terminate the whole or any part of this contract.

4. Payment - Payment will be made when The CDC has determined that the total work effort has been satisfactorily completed and invoiced as agreed upon.

5. Indemnification - The audit firm agrees to indemnify, defend, and hold harmless The CDC, its officers, agents, and employees, from any claims, damages, or actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the audit firm, any service of any kind or nature furnished by the audit firm, provided that such liability is not attributable to the sole negligence of any CDC employee or failure of CDC employees to use the materials, goods, or equipment in the manner described by the auditor or the materials, goods or equipment delivered.

The audit firm shall pay on behalf of or indemnify and hold harmless CDC, its officers, agents and employees from and against all claims, actions, damages, fees, fines, penalties, defense costs, (including attorney's fees and court costs, whether such fees and cost are incurred in negotiations, collections of attorney's fees, or at the trial level or appeal), suits or liabilities which may arise out of any actual or alleged negligent act, error, or omission, or default of the audit firm or the audit firm's officers, employees, agents, and subcontractors, if any, performance or failure to perform under the terms of this contract. This indemnification and hold harmless agreement shall survive the termination or expiration of this agreement.

REQUIRED ATTACHMENTS TO THE PROPOSAL

A number of items must accompany the proposal as described in the Requests for Proposals and must include Signed Certifications, see Appendix A – Appendix D and a cost proposal.

PROPOSAL EVALUATION AND SELECTION PROCESS

The following is a general description of the process by which an Audit Firm will be selected:

1. RFPs will be sent to prospective proposers as well as advertised in the Journal of Record. RFP will be available on The CDC's website cdconline.org.

2. One (1) original and three (3) copies of the proposal will be received from each proposer in a sealed package as described in this RFP. Each proposal will be signed and dated by an official authorized to bind the firm.
3. All proposals must be received by The Coordinating & Development Corporation no later than the date specified in the RFP.
4. On the date specified for return, the proposal from each responding firm will be opened and the name of the firm recorded. Each proposal will be checked to determine if it is complete and meets the requirements of the RFP.
5. At its option, written and oral discussions may be conducted with all responsible proposers who submit proposals determined in writing to be reasonable susceptible for being selected for the award. Discussions shall not include any information derived from proposals submitted by competing proposers. However, proposers are cautioned that this provision is not mandatory: therefore, all proposals should be complete and concise and reflect the most favorable terms available from the proposer.
6. Proposals will be evaluated by a CDC team using the following criteria:
 - a. Following proposal submission guidelines, including timeliness, inclusion of all required items, and format of submission.
 - b. Past experience and performance on comparable engagements.
 - c. The qualification of the audit firm's professional personnel to be assigned to the engagement.
 - d. Adequacy of proposed staffing for engagement.
 - e. Demonstrated understanding of The CDC's audit needs and requirements.
 - f. Cost of required services to The CDC.
7. Proposers are cautioned that this is a request for offers, not a request to contract, and The CDC reserves the unqualified right to reject offers for any contract when such rejection is deemed to be in the best interest of The CDC.

AWARD OR REJECTION

All qualified proposals will be evaluated and the award will be made to the audit firm whose combination of costs and technical offers is deemed to be in the best interest of The CDC. The CDC reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of The CDC.

DECLINE TO OFFER

Any audit firm which receives a copy of the RFP and declines to make an offer is requested to send a formal "Decline to Offer" to the issuing office. Failure to respond as requested may subject the firm to removal from consideration on future request.

COST FOR PROPOSAL PREPARATION

Any costs incurred by proposers in preparing and submitting offers are the proposer's sole responsibility. The CDC will not reimburse any proposer for any cost incurred prior to the award.

ELABORATE PROPOSALS

Elaborate proposals in the form of brochures and other presentations beyond that necessary to present a complete, effective proposal, are not desired.

REFERENCE TO OTHERS

Only information received in response to this RFP will be evaluated. Reference to previous information submitted will not suffice.

SAFEGUARDING OF "CONFIDENTIAL" INFORMATION

Any trade secrets or other data which the proposer does not wish to disclose to other than The CDC personnel involved in the evaluation or contract administration will be kept confidential, if identified as follows:

Each page shall be identified in boldface at the top and bottom as "Confidential". Any section of the proposal which is to remain confidential should, in addition, be so marked in boldface on the title page of that section. Net cost information may not be deemed confidential.

TITLES

Titles and headings in the RFP, and any subsequent contract, are for convenience only, and shall have no binding force or effect.

TIME AND ACCEPTANCE

Each proposal must state that it is a firm offer which may be accepted within a period of sixty (60) days. Although the contract is expected to be awarded prior to that time, the sixty (60) day period is requested in order to allow for unforeseen delay.

FORM OF PROPOSAL

Each proposal should be submitted in a form which, at the option of The CDC, may be incorporated verbatim into a contract.

EXCEPTIONS

Any exceptions to terms, conditions, or other requirements in any part of the RFP must be clearly pointed out in a distinct section of the appropriate cost proposal or technical proposal. Otherwise, The CDC will consider that all items offered are in strict compliance with the RFP, and successful proposers will be responsible for compliance.

ADVERTISING

In submitting its proposal, the proposer agrees not to use the results therefrom as a part of any news release or commercial advertising without written approval from The CDC.

CONFIDENTIALITY OF PROPOSALS

In submitting a proposal, the proposer agrees not to discuss or otherwise reveal his technical or cost information to any other sources, government or private, until after the award of the contract. Proposers not in compliance with this provision may be disqualified, at the option of The CDC, from contract award. Only discussions authorized by The CDC are exempt from this provision.

RIGHT OF SUBMITTED MATERIAL

All responses, inquiries, or correspondence related to this RFP, and all other reports, charts, displays, schedules, exhibitions, and other documents submitted by the proposers, will become property of The CDC when received.

COMPETITIVE OFFER

Under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively nor otherwise in violation of federal or state antitrust laws.

PROPOSER'S REPRESENTATIVE

Proposers shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm, as well as to answer questions to provide clarification concerning the firm's proposal.

SCHEDULE OF EVENTS

RFP Release Date - March 15, 2023

Deadline for RFP Questions - April 28, 2023, by 10:00 am CT

Questions to be Answered No Later Than - May 5, 2023, by 10:00 am CT

Proposal Deadline - May 15, 2023, no later than 10:00 am CT

Formal Review of Proposals - May – June 2023

Award of Contract - June 15, 2023

Contract Start Date - July 1, 2023

EVALUATION

Evaluation of each proposal will be based on the following criteria:

1. Following submission guidelines 0-10
2. Prior auditing experience:
 - a. Prior experience auditing local units of government 0-5
 - b. Prior experience auditing agencies receiving Louisiana Workforce Commission Funds 0-10
 - c. Prior experience auditing programs financed by the Federal Government 0-5
 - d. Prior experience auditing similar county or local government activities 0-5
 - e. Prior experience auditing nonprofit organizations 0-5

The CDC may contact prior audited organizations to verify the experience provided by the proposer.

3. Qualifications of the staff to be assigned to the audit(s) to be performed. This will be determined from resumes submitted, education, position in the firm, years and types of experience (with emphasis on experience auditing Louisiana Workforce Commission Agencies), continuing professional education, and state(s) in which licensed as a CPA, etc.
 - a. Audit Team Makeup 0-10
 - b. Overall Supervision to be exercised 0-10
 - c. Prior experience of the individual audit team members 0-10

4. Proposer's understanding of work to be performed.

- a. Adequate coverage 0-10
- b. Realistic time estimates of each audit step 0-5

5. Price 0-15

Maximum Points:100

The CDC may, at its discretion, request presentations by, or meetings with, any or all proposers, to clarify or negotiate modifications to the proposer's proposals. However, The CDC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, for both technical and price standpoints, which the proposer can offer.

The CDC contemplates awarding the contract to the responsible proposer with the highest total of points.

REQUEST FOR INFORMATION

All inquiries regarding requirements of this RFP should be directed to:

Ms. Nada Attaway
Comptroller
4000 Viking Dr, Suite A1
Bossier City, LA 71111
Phone: (318) 632-2022 ext. 260
Fax (318) 632-2099
Email: nattaway@cdconline.org

APPENDIX A

CERTIFICATIONS

On behalf of the audit firm:

1. The individual signing certifies that he or she is authorized to contract on behalf of the firm.
2. The individual signing certifies that the firm is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the firm.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the firm prior to any award to any other potential proposer.
5. The individual signing this certifies that there have been no attempts by the firm to discourage any potential firm from submitting a proposal.
6. The individual signing certifies that this firm is a properly licensed certified public accounting firm.
7. The individual signing certifies that the firm meets the independence standards of the Government Auditing Standards.
8. The individual signing certifies that no conflict of interest exists between the audit firm or the individuals assigned to the audit and The Coordinating & Development Corporation.
9. The individual signing certifies that he or she is aware of and will comply with the GAO's Continuing Education Requirements.
10. The individual signing certifies that he or she has read and understands the following publications relative to the proposed audit(s):
 - a. Government Auditing Standards (Yellow Book)
 - b. OMB Circular A-133- Compliance Supplement
 - c. Government Auditing Standards and Circular A-133 Audits (AICPA Audit Guide)
 - d. Audits of State and Local Governments (AICPA Audit guide)
11. The individual signing certifies that he or she has read and understands all of the information in this Request of Proposal.
12. The individual signing certifies that the firm, and any individuals to be assigned to the audit(s), does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the firm or any individual to be assigned to the audit(s) has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

APPENDIX A (Continued)

13. The individual signing certifies that the firm, and any individuals to be assigned to the audit(s), agrees that it will comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in the Department of Labor regulations (29 CFR Part 3) and that no official, employee, or agent of the auditing firm shall solicit or accept gratuities, favors, or anything of monetary value from any actual or potential subrecipient or supplier.

Dated this _____ day of _____, 20_____.

Audit Firms Name: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

APPENDIX B

CERTIFICATION REGARDING DEBARMENT/SUSPENSION

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Dated this _____ day of _____, 20_____.

Audit Firms Name: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

APPENDIX C

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersign certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have paid for or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal contract, the making of any federal loan, the entering into any cooperative agreement, and the extension , renewal, amendment, or modification of any federal contract, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
3. The undersign shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certificate is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dated this _____ day of _____, 20_____.

Audit Firms Name:_____

Signature of Authorized Representative:_____

Printed Name of Authorized Representative:_____

Title of Authorized Representative:_____

Note: In all instances, "all," in the Final Rule is expected to be clarified to show that it applies to covered contract transactions over \$100,000 (per OMB).

APPENDIX D

DISCRIMINATION CLAUSE

The proposer agrees to abide by the requirements of the following nondiscrimination and equal opportunity provisions of the following laws, as applicable:

1. Section 188 of the WIOA as amended, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/ status as a lawfully admitted immigrant authorized to work in the United States or participation in any Title I financially assisted program or activity, including Title Vi and Title VII of the Civil Rights Act of 1964, as amended;
2. The Equal Employment Opportunity Act of 1972, as amended;
3. The Nontraditional Employment for Women Act of 1991, as amended;
4. Federal Executive Order 11246;
5. Section 504 of the Rehabilitation Act of 1973, as amended;
6. The Vietnam Era Veteran’s Readjustment Assistance Act of 1974, as amended;
7. Title XI of the Education Amendments of 1972, as amended;
8. The Age Discrimination Act of 1975, as amended;
9. Americans with Disabilities Act of 1990, as amended;
10. The Fair Housing Act of 1968, as amended;
11. And all applicable requirements imposed by or pursuant to implementing those laws, including but not limited to 29 CFR Part 38.

Further, in accordance with the Civil Right Statutes for the State of Louisiana, the proposer assures that it will not discriminate in its employment practices and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliations or disabilities. Any act of discrimination committed or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any awarded contracts.

Dated this _____ day of _____, 20_____.

Audit Firms Name: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____