



GLOBAL WATER – FARMERS WATER COMPANY, INC.

REQUEST FOR PROPOSALS

for

**PROGRAM AUDIT SERVICES:
FEDERAL GRANT FUND RECIPIENT**

ISSUE DATE:

May 19, 2025

PROPOSALS DUE BY:

June 06, 2025

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General Information

Global Water – Farmers Water Company, Inc. (“GW-Farmers” or “Grantee”) presents this Request for Proposals (this **“RFP”**) to solicit responsive proposals from qualified financial auditing firms, wherein the successful firm will propose the conduct of an independent audit of the Water Conservation Grant Fund (**“WCGF”**) grant awarded to GW-Farmers on December 24, 2023 in support of GW-Farmers’ Advanced Metering Infrastructure (**“AMI”**) program. The Global Water Resources AMI program aims to enhance water metering capabilities and improve service delivery to our customers. The WCGF grant was funded by the Water Infrastructure Finance Authority of Arizona (**“WIFA”**), with federal grant funds included as a component of the award.

The purpose of the program audit (the **“Audit”**) is to ensure GW-Farmers’ full compliance with the applicable WCGF Agreement terms, audit may encompass an evaluation of other federal funding sources, including grants, in their entirety. Applicable regulations of the Code of Federal Regulations (**“CFR”**), and Generally Accepted Government Auditing Standards (**“GAGAS”**).

The auditor must have a registered Unique Entity Identifier (**“UEI”**) in the System for Award Management (**“SAM.gov”**) to conduct business with the U.S. federal government.

Bid Opening

May 19, 2025, at **GW-Farmers offices, 21410 N. 19th Avenue, Suite 220, Phoenix Arizona 85027.**

Sealed proposals will be received by: **Rey Flores, Manager, Business Development, Global Water Resources, Inc., 21410 N. 19th Avenue, Suite 220, Phoenix, Arizona 85027**, until 2:00pm on the date specified above, for the services specified herein. Bids will be opened at the above noted date, time, and location. Any bid received at or after 2:00pm on the referenced date will be returned unopened.

GW-Farmers reserves the right to accept or reject any or all bids, and to waive any informality not otherwise required by applicable law or regulation, if such waiver is deemed in the best interest of GW-Farmers.

This Solicitation, full submittal information, and any addenda are made available by GW-Farmers free of charge. Copies can be obtained prior to the date of bid opening set forth above by emailing Rey Flores at rey.flores@gwresources.com.

Request For Proposals

Audit Services - Federal Grant Fund Recipient

I. EXECUTIVE SUMMARY

GW-Farmers is requesting proposals from qualified and experienced Audit Firms to provide a program audit service. The primary objective of the request is to ensure full compliance with applicable CFRs while ensuring compliance with GAGAS accounting standards. This audit will specifically focus on grant funded expenditures totaling \$1.2 million dollars incurred by GW – Farmers in relation to its AMI Program Grant No. WC2-082-2023, which was funded in part with federal grant funds under the Arizona Water Conservation Grant Fund (“WCGF”), which is administered by WIFA.

The AMI program represents a significant investment in our operations, aimed at significantly enhancing our water metering capabilities. By implementing advanced metering technologies, we improve our service delivery to customers, ensuring greater accuracy in billing, real-time data collection, best management practices, and increased customer satisfaction.

We invite qualified audit firms to submit their proposals detailing their relevant experience, methodologies, and approaches to conducting audits in compliance with federal and state regulations and standards. The auditor must possess an updated and/or registered UEI within the SAM.Gov, which is essential for conducting business transactions with the U.S. federal government. The selected firm will assist GW-Farmers in meeting our contractual responsibilities to WIFA, and the federal regulatory requirement for a post-award audit conducted under the applicable CFRs. This audit will be providing assurance that GW-Farmers’ awarded grant funds for our AMI program are being managed effectively, efficiently, and in compliance with all legal requirements.

A. INTRODUCTION

GW–Farmers is committed to the responsible management of federal funds received, and we are dedicated to ensuring transparency and accountability in our operations. The AMI program is a critical component of our strategy to modernize our water infrastructure. Adhering to federal regulations and auditing standards is crucial for the successful implementation of this program.

Audit required for a non-federal entity that expends \$1,000,000 or more during the non-federal entity’s fiscal year in federal awards must have a program-specific audit conducted for that year. The Audit Firm that has been selected will be granted a contract to conduct a program audit.

B. SCOPE OF SERVICES

The auditor must follow GAGAS guidelines and encompass the grant funded expenditures by the grantee in relation to its AMI Program Grant No. WC2-082-2023. It must include financial statements and schedules of expenditure for each unit, treated as non-federal entities, all for the same audit period.

Please ensure that forms A-E attached hereto are completed and accompany your proposal. If additional pages are needed, please ensure any additional pages identify the firm submitting them. The Audit Firm will need to meet the following requirements:

- ***Financial statements.*** The auditor must assess whether Grantee financial statements are fairly presented in accordance with generally accepted accounting principles or any applicable special purpose framework. Additionally, the Audit Firm needs to evaluate whether the schedule of federal award expenditures is fairly stated in relation to the overall financial statements.

- **Internal Control.** These internal controls should align with the guidance in “Standards for Internal Control in the federal Government” issued by the Comptroller General of the United States or the “Internal Control-Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - The auditor must understand internal control over federal programs to plan the audit and support a low assessed level of control risk for major programs.
 - The auditor must ensure the integrity of financial and accounting information, promote accountability, and identify noncompliance. GW-Farmers’ internal controls should address the areas of segregation of duties, proper recordkeeping, cost tracking, and training and awareness. These controls should be implemented specifically to prevent, or detect and correct, noncompliance with grant requirements.
- **Compliance.** For-profit entities must stay current with changes in federal regulations and grant-specific requirements. This includes:
 - Adhering to procurement standards as outlined by the federal government.
 - Ensuring that all costs charged to the grant are allowable, allocable, reasonable, and incurred within the grant period.
 - Following the specific terms and conditions of the grant agreement, including any other relevant requirements such as eligibility, cash management, matching, and subrecipient monitoring.
 - Reporting progress and financial status to the granting agency, as required.
- The auditor must assess Grantee compliance with federal statutes, regulations and award terms that significantly affect major programs in addition to GAGAS requirements.
- Compliance testing must include necessary transaction tests or auditing procedures to gather sufficient evidence for a compliance opinion.
- **Data collection form.** As required by CFR §200.512(B)(4), the auditor must complete and sign specified sections of the data collection form.

C. PROPOSED TIMELINE FOR THE AUDIT PROCESS

Project milestones are estimated to be as follows:

Event	Date
Request for Proposal Advertised	May 19, 2025
Proposal Due Date	June 06, 2025
Award of Contract	June 20, 2025
Timeline for Audit Process	
1. Audit Start	July 07, 2025
2. Audit Requests to Grantee	July 07, 2025
3. Responses to Auditor	July 25, 2025
4. Audit Opinion Issued to WIFA	August 22, 2025

All milestones are the earliest dates for planning purposes only and do not represent any contractual commitment whatsoever on the part of GW-Farmers.

D. REQUESTS FOR INFORMATION

Firms who desire clarification of the procurement terms, selection criteria, or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be addressed to the following GW-Farmers program representative:

Rey Flores
Manager, Business Development
Global Water Resources, Inc.
21410 N. 19th Avenue, Suite 220
Phoenix AZ 85027
Rey.Flores@gwresources.com

II. SUBMITTAL REQUIREMENTS

Firms shall possess the qualifications and requisite Arizona licensure. Responses to this Request must be in the form of a proposal, as outlined in this document. GW-Farmers assumes no liability for the cost of preparing a response to this Request.

Any deviations from the provisions of this Request which are desired by the Offeror shall be specifically noted in the proposal submitted.

A. PROPOSAL REQUIREMENTS

Proposals shall be submitted as **one (1) original** and must conform to this Request. The proposal shall include the following:

- Solicitation Response Cover Sheet
- Price Sheet
- Bid Certification
- Form A– Federal Recipient
- Form B– Non-Collusion Certificate
- Form C– Certificate of Ownership
- Form D– Bidder Qualifications, Representations and Warranties
- Form E– Audit Firm Services List

B. INSTRUCTIONS FOR SUBMITTAL FORMS

- **Solicitation Response Cover Sheet**

Bidder shall complete, sign, as the first page of the bid package.

- **Price sheet**

The bidder shall certify that its bid will be valid for 90 days after submission. Bidders may be asked to extend this certification.

- **Bid Certification**

- **Form A– Federal Recipient**

- **Form B – Non-Collusion Certificate**

Bidder shall complete, sign, and submit Form B.

- **Form C – Certificate of Ownership**

Bidder shall complete, sign, and submit Form C completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business and the nature and extent of each such interest.

- **Form D – Bidder Qualifications, Representations and Warranties**

GW-Farmers shall consider awarding agreements only to responsible Bidders. Responsible Bidders are those that have, in the sole judgment of GW-Farmers, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to fulfil the requirements of the agreement. In determination of responsibility, GW-Farmers may consider all information available to GW-Farmers, whether specifically provided by the Bidder in response to this Solicitation or other information otherwise available to the GW- Farmers in evaluating the responsibility of the Bidder. Such information may include, but is not limited to, experience and history of GW-Farmers with current and/or prior contracts held by the Bidder with GW-Farmers or with other agencies, references provided by the Bidder to GW-Farmers, information provided by the Bidder as part of the Solicitation responses, and information not specifically provided by the Bidder but is otherwise available to GW-Farmers and has merit in consideration of responsibility, in the opinion of GW-Farmers. The evaluation of responsibility shall be determined by GW-Farmers and shall be in the sole opinion of GW-Farmers. Such an evaluation by GW-Farmers shall be final and not subject to appeal. Furthermore, no agreement will be awarded to a Bidder if any owner of such Bidder has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Bidder has unsatisfied tax or judgment liens.

- **Form E – Audit Firm Services List**

If applicable, the Bidder shall provide a subcontractors list containing information regarding each subcontractor and the expected work to be subcontracted to each. Bidder shall complete, sign, and submit Form E (if applicable).

The Bidder shall provide four (4) professional references and a subcontractors list (if applicable).

C. DISCLOSURE

- Identify any public or private disciplinary actions against your firm or individuals within your firm that occurred within the past five (5) years, along with a description of the status or final disposition of the actions. This includes actions by federal, state, and/or local government bodies, as well as professional organizations, and oversight committees if applicable.
- Report any significant material litigation information that would be relevant to this contract.
- Disclose any investigation (involving your firm or individuals) conducted in the past five (5) years of any federal or state regulatory agency that might impact on this contract.

D. PROPRIETARY INFORMATION

- All materials submitted in response to the Solicitation, including samples, shall become the property of GW-Farmers. Firms shall clearly mark any proprietary information contained in its submittal with the words “Proprietary Information”. Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.
- All firms, by submission of materials marked proprietary, acknowledge, and agree that GW-Farmers will have no obligation to advocate for non-disclosure in any form nor will GW-Farmers assume any liability to the firms in the event that GW-Farmers must legally disclose these materials.

E. DELIVERY OF SUBMITTALS

- Sealed proposals will be received by GW-Farmers at the Global Water Resources corporate offices **until 2:00 p.m. Mountain Standard Time on Friday, June 06, 2025.** Upon the passage of this deadline, proposals that were received timely will be promptly unsealed and evaluated.
- **Notice is hereby given that any proposals whatsoever that are received by GW-Farmers after 2:00 p.m. MST on Friday, June 06, 2025 (a “Late Proposal”) will be deemed unresponsive and discarded. No Late Proposal shall be accepted, unsealed, reviewed, or otherwise considered by GW-Farmers, nor will any Late Proposals be returned to the** Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. GW-Farmers is not responsible for lateness of mail, carrier, etc. GW-Farmers will not accept delivery of the bid at any other GW – Farmers locations. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 2:00 PM deadline.

The outside of the submittal envelope shall indicate the name and address of the responding person or firm, and shall be addressed as follows:

Global Water Resources, Inc.
ATTN: Rey Flores, Mgr. Business Dev.
21410 N. 19th Avenue, Suite 220
Phoenix AZ 85027

and shall be clearly marked:

**Request for Proposals:
Audit Services- Federal Recipient
Due before 2:00 PM on June 06, 2025**

III. PROPOSAL EVALUATION & CONTRACT AWARD

A. OVERVIEW

GW-Farmers reserves the right to cancel this Request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into contract as specified if determined by GW– Farmers to be in GW-Farmers’ best interests.

B. AWARD OF CONTRACT

The Audit Firm selected by GW-Farmers for this contract will be required to negotiate and execute a written agreement setting forth the terms, conditions, and scope of work to be performed in the Audit. GW-Farmers anticipates supplying the terms of agreement, which will then be negotiated with the selected firm as may be necessary to reach a mutually agreeable contract. Notwithstanding the foregoing sentence, if a responding firm wishes to include its own standard terms and conditions for GW-Farmers’ consideration, please include a clearly-marked copy with the submitted proposal. Any contract awards is not binding on GW–Farmers until after full execution of the contract documents by both parties.

C. INSURANCE REQUIREMENTS

The successful firm (the “**Firm**”) shall purchase and maintain in full force and effect during the term of the Agreement such insurance policies of the types, and with the minimum limits of liability as set forth below. Such insurance shall cover both the Firm and GW-Farmers from any claims which may arise out of, or result from the Firm’s performance of the audit, whether such operations are performed by the Firm, or by any of the Firm’s subcontractors. The Firm shall be solely responsible for all premiums, deductibles, or self-insured retentions due and payable for insurance required. Audit Firm’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

- Workers’ Compensation Insurance with the applicable statutory limits as set forth by Ariz. Rev. Stats. § 23-901 *et seq.*
- Employers’ Liability Insurance with limits of liability of not less than:
 - \$1,000,000 for bodily injury by accident;
 - \$1,000,000 for bodily injury by disease; and,
 - \$1,000,000 policy limit for bodily injury by disease.
- Professional Liability Insurance with minimum limits of \$2,000,000 per claim and in the aggregate on a claims-made basis.

Certificates of Insurance. The insurer, broker, or agent shall cause certificates of insurance indicating the required insurance coverage and endorsements, or copies of the insurance policy declaration pages and required endorsements, to be delivered to GW-Farmers at the address below. The certificate of insurance shall be reasonably similar to and contain at least the same information as an ACORD form certificate of insurance. Please send the certificate naming Global Water – Farmers Water Company, Inc. as additional insured in accordance with these terms to:

Global Water Resources, Inc.
ATTN: Rey Flores
21410 N. 19th Ave., Suite 220
Phoenix, AZ 85027
Email: rey.flores@gwresources.com

Notice of Cancellation Required. All insurance policies shall include a sixty (60) day notice of cancellation or material change of coverage sent to Global Water Resources, Inc., endorsement. Deductibles or coinsurance levels exceeding \$10,000 per claim shall be declared. Contractor shall immediately forward a copy of any notice of cancellation or material change of coverage to Global Water Resources, in addition to any notice provided by the insurer or its representative.

Subcontractor Insurance. Contractor shall require any and all subcontractors performing Work under this Agreement to carry the same insurance of the types and with limits of liability as Contractor shall deem appropriate and adequate for the Work being performed. Contractor shall obtain and make available for inspection by Utility upon request current certificates of insurance evidencing insurance coverages carried by such subcontractors.

All certificates and any required endorsements are to be received and approved by GW- Farmers before work commences, and each insurance policy required herein must be in effect prior to the Firm's commencement of work under this Contract and remain in effect for the duration of the contract.

FORM A—FEDERAL RECIPIENT

Company Name: _____

The undersigned Bidder hereby certifies as follows:

C1 That he/she has read GW-Farmers' Solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum

Issue Date

C2 That he/she has had opportunity to ask questions regarding the Solicitation, and that such questions having been asked, have been answered by GW-Farmers.

C3 That the Bidder's bid consists of the following:

1. Solicitation Response Cover Sheet
2. Price Sheet
3. Bid Certification
4. Form A— Federal Recipient
5. Form B— Non-Collusion Certificate
6. Form C— Certificate of Ownership
7. Form D— Bidder Qualifications, Representations and Warranties; Bidder to provide attachment: Attachment – Subcontractor's List
8. Form E— Audit Firm Services List

C4 That the Bidder's bid is valid for 90 days. Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

FORM B – NON-COLLUSION CERTIFICATE

AUDIT SERVICES

Company Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to GW-Farmers for consideration in the award of this Solicitation.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

FORM C—CERTIFICATE OF OWNERSHIP

AUDIT SERVICES

Company Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

FORM D – BIDDER QUALIFICATIONS, REPRESENTATIONS AND WARRANTIES

Company Name: _____

The undersigned Bidder hereby certifies as follows:

- F1 Taxes and Liens – Bidder has no unsatisfied tax or judgment lien on record.
- F2 Subcontractors – Bidder submits as Attachment 4 to this Bid Form A, a list of all subcontractors it will use in performing the requirements of the agreement resulting from this Solicitation. A subcontractor is any separate legal entity used to perform the requirements of the proposed agreement. The list shall include the firm's name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. The Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- F3 References – GW-Farmers will enter into an agreement only with a Bidder(s) having a reputation of satisfactory performance. The Bidder's ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to GW-Farmers. Bidder provides information for four cities or communities, other than GW-Farmers, that has in the past or is presently contract with Bidder meter supplier programs:

Reference #1

Reference Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Reference #2

Reference Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Reference #3

Reference Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Reference #4

Reference Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including GW-Farmers. A Bidder with unsatisfactory references may have its bid rejected.

- F4 Bidder's Examination – Bidder has made its own examination, investigation, and research regarding the requirements of the Solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, and facilities necessary to perform. Bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the Solicitation. Bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against GW- Farmers because of erroneous estimates, statements, or interpretations made by GW- Farmers. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the Solicitation, and at the prices as bid.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

FORM E—AUDIT FIRM SERVICES LIST

Audit Firm Services

Subcontractor Information	Bid Item(s)	Subcontract Amount	% of Total Bid
Name: Address: Phone #: License #:			
Name: Address: Phone #: License #:			
Name: Address: Phone #: License #:			
Name: Address: Phone #: License #:			
Total Subcontract Amount and Percentage of Bid	\$		%

**Use additional form(s) if needed*