STATEMENT OF WORK
AUDIT OF GODDARD CHILD DEVELOPMENT CENTER
FINANCIAL STATEMENTS

PR: 4200547972

Background

The NASA Goddard Child Development Center (GCDC) is a high quality day care that utilizes the quality of education and helps in the development of young children for employees at NASA Goddard Space Center and other federal contractors. GCDC is a National Association for the Education of Young Children accredited, Maryland State Department of Education certified child care center which can support up to 125 children between the ages of two and five through eight classrooms.

GCDC is operated and controlled by the Goddard Employees Welfare Association (GEWA). GCDC is supported by the GCDC Board of Director's Association, a not-for-profit organization (501(c)(3)), which serves as an advisory board to GCDC. The board is composed for nine member; four pointed NASA civil servant and five elected members.

For FY 2015, GCDC's operating budget is $1,400,000. Our major source of income is student tuition, charged on a weekly basis.

GCDC has 24 employees that work in the center; three administrators, one food service manager, twenty lead or assistant teachers.

Scope

The requirement is to have a financial audit performed for the operating elements of the Goddard Child Development Center (GCDC) for the school year ending August 31, 2015.

NASA Goddard Child Development center is a part of the Goddard Employees Welfare Association (GEWA). GEWA is an instrumentality of the United States Government. As such, the audit must be conducted in accordance with Government Auditing Standards because the exchanges are instrumentalities of the United States Government. Government Auditing Standards provide a framework for conducting high quality government audits and attestation engagements with competence, integrity, objectivity, and independence. Audits performed in compliance with Government Auditing Standards provide information used for oversight, accountability, and improvements of government programs and operations. When auditors comply with GAGAS, their work can lead to improved government management, better decision making and oversight, effective and efficient operations, and accountability for resources and results.

Requirements

- Perform all inquiries, tests, and observations deemed necessary to provide independent opinion on the Financial Statements of NASA GCDC for the period of September 1, 2014

through August 31, 2015.

- Issue a report for financial statements (i.e., opinion or disclaimer)
- Report on internal controls for financial reporting
- Report on compliance with laws, regulations, and provisions of contracts or grant agreements.
- Perform close out of accounting records for school year end 2015 and establish beginning balance accounts for school year 2016.
- The auditor's report on the financial statements must cover the consolidated two-year comparative financial statements for school year 2014 and 2015.
- Provide required adjusting journal entries (resulting from subject audit) for recording in the NASA GCDC accounting system.

Deliverables

- Audit Report to be used in GCDC's annual report – report must be submitted by December 15, 2015.
- Any recommendations the auditor deem necessary to ensure effective and efficient operations.

The contractor is advised that this solicitation is for a firm fixed price purchase order and additionally the contractor is required to provide evidence that the firm has had a Peer Review within the last three years in accordance with Government Auditing Standards.

The contractor is advised that per the Inspector General Act of 1978, as amended, section 4, paragraph (b)(1)(C), directs each Inspector General, with respect to the organization within which the office is established, to take appropriate steps to ensure that any work performed by non-Federal auditors complies with the standards established by the Comptroller General. Therefore, a quality control review may be performed by the NASA IG to ascertain whether this subject audit was performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The contractor agrees any costs incurred to support such an audit (if it is performed) will not be separately billed to NASA.

Government-Furnished Equipment and Government-Furnished Information:

- No government-furnished equipment will be provided
- Access to GCDC financial systems, reports, records and policies will be provided as government-furnished information to perform audit

Place of Performance:

- On contractor's site and government site visits for information gathering

Period of Performance:

- September 01, 2015 – December 15, 2015