

Company Overview - University Research CO. LLC

Established in 1965, URC offers a range of technical assistance to strengthen health and social systems and service quality by empowering communities and health workers to identify and scale up locally appropriate solutions to critical problems. Internationally, we expand access to and improve the quality of services addressing maternal, newborn, and child health; infectious diseases, including HIV/AIDS, TB, and malaria; reproductive health and family planning; food and nutrition; and vulnerable children and families.

In the US, we focus on improving health related to issues like substance abuse, with a particular focus on reaching underserved populations.

The Uganda Health Activity – Project Background

The USAID Uganda Health Activity (UHA) will accelerate inclusive access to respectful, people-centered care for Ugandan families, propel the country across the finish line for sustainable HIV epidemic control, and ensure that family health and HIV interventions and outcomes are anchored in strong local health systems that use data to drive results and efficiently manage human, institutional, and financial resources.

URC and its partners will support Uganda to bridge the divide between national policymaking and local action by:

- Transforming existing human resources for health (HRH) at the community, facility, district, and regional levels into proponents, managers, and providers of respectful, people-centered care.
- Bolstering the political stewardship, local ownership, private sector engagement (PSE), multi-sectoral collaboration, and community participation to achieve equity, sustainability, and accountability.
- Introducing governance and health systems strengthening (HSS) interventions across 72 health districts in seven diverse sub-regions to ensure that local health service delivery (HSD) networks, through Uganda's hub and spoke model, improve their performance and management systems to equitably deliver cost-effective, high quality health services in their catchment areas.
- Saturating 30 of these districts with a robust program of direct HSD support that improves access to, demand for, and use of quality family health services at the community and facility levels

DHAPP - Project Background:

The overall goal of the project is to reduce the number of new HIV infections and other STIs among members of the Uganda People's Defense Force (UPDF), their families, and the civilian communities served by the UPDF health services. The project will directly support the UPDF to aggressively scale-up the military ART program to achieve the UNAIDS 90-90-90 goal to ensure 90 % of the population knows their HIV status, 90% of HIV positives are on ART and 90% of those reach viral suppression.

The project will focus on the following areas: 1) HIV/AIDS Care and Treatment, 2) HIV Testing Services (HTS), 3) HIV Clinical Monitoring, Systems, and 4) HIV prevention interventions.

Audit Objective

The objective of this engagement is to conduct a financial/internal controls audit of USAID Project resources managed by the University Research Co. LLC under **Cooperative Agreement No. AID -. 72061723CA00001 (Uganda Health Activity) and Grant No.: N00244-19-1-0001 (DHAPP Uganda)** The engagement shall include the audit of the locally incurred costs for the award and include: (1) costs incurred and paid locally, (2) costs incurred locally and paid in the U.S. if material (the audit firm is responsible for defining the materiality threshold). Locally incurred costs do not include expatriate costs (such as salaries and allowances) paid in the U.S.

The auditor must evaluate and obtain a sufficient understanding of the following:

- Determine whether the fund accountability statement of the local costs expenditures incurred by the two projects for the period of October 2021 – September 2023 for the DOD
- DHAPP Uganda Project and December 2022 – September 2024 all fairly present in all material respects, the costs incurred, and the commodities/technical assistance directly procured by USAID (Uganda Health Activity) & Department of Defense (DOD DHAPP)
- Uganda) in conformity with the generally accepted accounting principles (GAAP) and USG rules and regulations.
- Evaluate and obtain sufficient understanding of URC's internal control structure related to the project and assess control risk, and identify reportable conditions, including material internal control structure weaknesses.
- Determine whether URC has taken adequate corrective action on prior audit report recommendations
- Perform tests to determine whether the recipient complied, in all material respects, with award terms including cost-sharing, and applicable laws and regulations related to the award that have a direct and material effect on the fund accountability statement
- Conduct a review of URC's inventory control process related to stock receiving maintenance (physical security, etc.), distribution, inventory tracking and controlling and issuance of inventory and stock counts. The review must include spot checks to reconcile actual inventory with recorded inventory.
- Review URC's local procurement & HR practices and opine on the efficacy of the actual implementation of URC's policies, procedures, and controls.
- Review of compliance payroll compliance.

New Proposal Due Date: November 15, 2024

Send all questions & queries to: **msanneh@urc-chs.com** and cc: **nkonan@urc-chs.com**.

As part of the submission package, offerors are encouraged to propose items deemed crucial that are not covered in this scope of work.

URC Responses to Audit RFP questions

- 1) How much funding is to be audited in your current request i.e.,
- October 2021 – September 2023 for the DOD DHAPP Uganda Project

Response:

DOD DHAPP

- Total Project funding 2021 – 2025 is **\$12,969,794.97**
- October 2021 – September 2023 total expensed is **\$12,116,350.24**

Uganda Health Activity

- Total Funding 2022 – 2027 is **\$140,000,00**
- December 2022 – September total expensed is **\$47,981,300.32**

- 2) Please confirm whether the agreements have cost sharing requirements

Response:

- DOD has no cost sharing requirements
- Uganda Health Activity has a cost sharing requirement of 5% of \$140,000,000

- 3) Do the agreements authorise URC to charge indirect cost rate or 10% de minimus indirect cost?

Response

- URC charges it NICRA to both DOD and UHA

- 4) Are there sub-awards under these agreements?

Response

- DOD has a sub-agreement with the International Development Institute (IDI)
- UHA has sub agreements with EGPAF, Marie Stopes, FHI360 and Panagora
- Both projects have grants to CSOs

- 5) Are there any specific requirements/concerns that the Donor wants to be reviewed?

- No

Financial Arrangements

6) What financial management procedures exist? i.e.

- Do you have a full-time qualified accountant?

Response

Yes, both projects have accountant(s)

7) How many staff do you have?

Response

- DOD has 27 staff
- UHA has 168 staff

8) Are there regular financial reports prepared? e.g.

- Monthly reports or quarterly reports submitted to the donor

Response

- Yes, DOD DHAPP submits a quarterly reports to DOD
- UHA submits quarterly financial reports to USAID.
- Are they reviewed by senior management before they are submitted to the donor?

Response

- Yes, senior management reviews all report to the respective donors before submission

Accounting Records

9) What systems (both accounting and non-accounting) do you have in place? Also, can you indicate the primary use for each system

Response

- For both UHA and DOD, URC uses cost point as its main accounting system and the financial management tool which is an internal financial management software

10) What accounting procedures does the organization have in place to account for funds received?

Response

- URC has a SOP manual in place to guide

11) Is a separate bank(s) account maintained for funds received under each project?

Response

- For both projects, each project has a dollar and ugx account

12) How many bank accounts are there?

- DOD DHAPP project has 2 accounts
- UHA project has a total of 10 accounts. Under UHA, URC operates in 7 regions, 4 (Gulu, Jinja, Mbale and Moroto) of which is run by URC. In addition to the 4 regional offices, there exist a central office in Kampala. All offices have their bank accounts (UGX and USD accounts) with stanbic bank.

13) Are all supporting documents located at the organization's offices or are some documents located at the other offices?

Response

- Yes, each regional office keeps its supporting documentation for the expenses incurred in their respective regions.
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14) Will be required to visit locations/stations outside your main office?

Response

- It depends, for UHA, the regional offices are located in Lira, Mbale, Gulu, Jinja, Moroto, Kampala, Mbarara and Kigezi. URC will engage the chosen firm on logistics and feasibility of visiting all regional offices. office?
- For DOD, there is only 1 office and it is in Kampala.

15) Where is the inventory located?

- Inventory is located in all offices mentioned above.

Audit Arrangement

16) What are the proposed commencement and completion dates of the audit?

Response:

- An extension for submission of proposals is hereby given through Nov 15, 2024 at 5pm. URC will engage the selected firm on audit commencement and completion date and would ideally want to complete the audit on or before December 20th.
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17) Do you have any reporting deadlines? If so please indicate to whom and when

Response:

- No, not for this audit
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18) Previous Audit Reports

Response

- Yes, this will be availed to the selected firm

19) Have the projects been audited before?

- Yes

20) Please provide us with your latest set of project audit reports for both projects.

Response

It will be availed to the selected firm

21) Has the organization been audited before?

Response

Yes

22) Please provide us with your latest set of audited annual financial statements?

Response

This will be availed to the selected firm

22) What's the full name of entity requesting auditing Services?

Response

University Research Co. LLC (URC)

23) Documents concerning legal status, certificate of incorporation, ownership, directors and deliverables

Response

- All these will be availed to the selected firm once this procurement is completed.