VIRGIN ISLANDS CASINO CONTROL COMMISSION

REQUEST FOR PROPOSAL
FOR AUDITING SERVICES

For Three (3) Years Beginning with The Period

October 1, 2020-September 30, 2021

RFP NO. 001-2023

Date of Issue: January 11, 2023

The Virgin Islands Casino Control Commission (also referred to as "the Commission") is requesting proposals from local and nationally recognized Certified Public Accounting firms to perform auditing services for a period of three (3) years beginning with the fiscal year October 1, 2020, and ending September 30, 2023, with a possibility of two renewals for Fiscal Years 2024 and 2025.

The proposals must provide at a minimum the following information:

- The position of each auditor or professional expected to be assigned to the audit.
- The number of hours for each auditor or professional expected to be assigned to the audit.
- The rate of pay for each auditor or professional expected to be assigned to the audit.
- An analysis of other expenses that would entail but are not limited to Per Diem, Travel, Hotel, Ground Transportation, and Professional Fees.

QUALIFICATIONS

A. The Senior Partners in the firm must be members of the American Institute of Certified Public Accountants.
B. The firm must be licensed to do business in the U.S. Virgin Islands and must obtain a Certificate of Good Standing from the Office of the Lieutenant Governor.
C. The firm must list the types and complexity of audits conducted in the past five (5) years. The listing must include the type of audits and financial audits with similar activities to those engaged in by the Commission.

REQUIREMENTS

The successful bidder will be required to report on the financial statements of the Commission to the appointed members of the Commission.

A. The Virgin Islands Casino Commission is required to make to the Governor and the Legislature of the U.S. Virgin Islands an annual report of all revenues, expenses, and disbursements.

B. The report must include the following:

Basic Financial Statements (Casino Control Commission)

Statement of Net Position
Statement of Revenues, Expenses, and Changes in Net Position
Statement of Cash Flows

Basic Financial Statements (Division of Gaming Enforcement)

Statements of Net Position
Statements of Revenues, Expenses, and Changes in Net Position
Statement of Cash Flows

Basic Financial Statements (CCC-Youth Program Account)

Statement of Net Position
Statement of Revenues, Expenses, and Changes in Net Position
Statement of Cash Flows

C. It is the responsibility of the bidders to familiarize themselves with the operations of the Commission and the laws and regulations under which it functions.

GENERAL INFORMATION

- The Virgin Islands Casino Control Commission is responsible for the Regulation of Casinos, pursuant to the Virgin Islands Casino and Resort Control Act of 1995, as amended; Internet Gaming and Gambling, pursuant to the Virgin Islands Internet Gaming and Gambling Act, as amended; and Racinos, pursuant to the Virgin Islands Horse Racing Industry Assistance Acts of 2011 and 2016.
- The Commission is tasked with the regulation of casinos in the district of St. Croix, declared as the “Casino Zone” within the U.S. Virgin Islands. The Commission is an independent agency in, but not of, the Executive Branch of the Government of the U.S. Virgin Islands. The Division of Gaming Enforcement (DGE) is a component of the Department of Justice under the direct supervision of the Attorney General of the U.S. Virgin Islands. The DGE investigates applicants for casino licenses and key employee licenses and makes licensing recommendations to the Commission. Additionally, it is responsible for enforcing the casino gaming laws and regulations. The Commission also administers the Youth Programs Funding in compliance with 32 VIC § 518.
- The Virgin Islands Casino Control Commission’s fiscal period begins October 1 and ends September 30 of the following year. The Commission has issued financial statements for the periods ending September 30, 2021, and September 30, 2022. The financial statements can be obtained by letter of request to the Chairman/Chief Executive Officer, Marvin L. Pickering, at mpickering@casinocontrolcommission.vi.
- The financial records of the Virgin Islands Casino Control Commission are maintained at 3005 Orange Grove, St. Croix Virgin Islands.

- The Commission's accounting and finance functions such as General Ledger, Accounts Payable, and Accounts Receivable are conducted at the Casino Control's Office and are maintained in QuickBooks.
- The Commission receives funding from sources such as the Government of the Virgin Islands General Fund, for employee salaries and fringe benefits only, the Casino Revolving Fund pursuant to 32 VIC § 514, which was amended by Act 7643. This account is funded by casinos, gaming entities, non-gaming entities, and casino employee license fees, fines, and other fees imposed by law or through regulation by the Commission. The Casino Revenue Fund pursuant to 32 VIC § 517 is funded by the 12% tax on both casinos. The Commission received 10% of these taxes, with 90% allocated to other departments prior to the amendments of Act No. 8577 in April of 2022, which increased the Commission's allocation to 25% and, the Horse Racetrack Casino Revenue Fund pursuant to 32 VIC § 901 (The Virgin Islands Horse Racing Industry Assistance Acts of 2011 and 2016, Act Nos. 7318 and 7952).
- The last day for written clarifications will be Wednesday, January 25, 2023, at 5:00 PM.
- An electronic copy is acceptable and must be submitted no later than Wednesday, February 8, 2023, at 5:00 PM. If a hard copy is preferable, it must be received and stamped at the Virgin Islands Casino Control Commission's office no later than Wednesday, February 8, 2023, at 5:00 PM.

Email
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Courier/Hand Delivery
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