

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
APRIL 21, 2020 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
REQUEST FOR PROPOSAL ANNUAL AUDIT SERVICES & KENO AGREED UPON PROCEDURES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	CINDY MISEREZ FINANCE DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing a request for proposals (RFP) for the FY20, FY21 and FY22 annual audit services and the FY21 and FY22 Keno agreed upon quarterly and annual procedures with the option of a three-year extension.

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The last audit services request for proposals was issued twelve years ago in April 2008. The original contract was a three-year base with an option to extend an additional three years. Three three-year extensions were signed with FY19 being the last year.

An engagement letter with BKD has been signed for the FY20 Keno agreed upon quarterly and annual procedures. No engagement letter is currently in place with BKD for the FY20 audit services.

While the City has extended the BKD contract several times, the GFOA (Government Finance Officers Association) best practice for audit procurement recommends that a City enter into multi-year agreements of at least five years and undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract. Under the terms of the proposed RFP, the next procurement process would be at either the end of three years or six years with the extension. By issuing the RFP now, procurement procedures can be completed by June 26<sup>th</sup> and provide updated audit services costs for the FY21 FY22 biennial budget.

**RESOLUTION NO.**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,  
NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR AUDIT SERVICES

WHEREAS, the Mayor and Council have determined that audit services are necessary; and

WHEREAS, the FY 21/22 Biennial Budget will provide funding for the proposed audits; and

WHEREAS, proposals will be due May 22, 2020;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the  
request for proposals for audit services.

PASSED AND APPROVED THIS 21ST DAY OF APRIL, 2020.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

# **City of La Vista, Nebraska**



## **Request for Proposals**

# **Audit Services for the City of La Vista**

**ISSUE DATE:**

**April 22, 2020**

**SUBMISSIONS DUE:**

**May 22, 2020, 10:00 AM CST\***

**\*Late Proposals Will Be Rejected**

# Request for Proposals

## Audit Services for the City of La Vista

Release Date Wednesday April 22, 2020

Opening Date and Time Friday May 22, 2020 at 10:00 a.m. CT

The City of La Vista (City) is issuing this Request for Proposal to solicit proposals from qualified contractors/consultants to provide auditing services for the City of La Vista. The purpose of this Request for Proposal is to select an auditor to provide auditing services for the City of La Vista as detailed below.

All correspondence, questions and additional information regarding this Request for Proposal should be sent via email to the City Clerk, Pam Buethe, [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org). All email correspondence must include the Request for Proposal title and May 22, 2020 in the subject line. Written questions are due no later than **4:00 p.m. CT, May 1, 2020**. Responses to questions or any other clarifications will be provided no later than **Wednesday, May 15, 2020**.

Each vendor should submit one (1) original, three (3) copies, and one (1) electronic copies (Flash Drive) of their entire proposal. **Due to the COVID-19 restrictions vendors may limit submissions to electronic copies if restrictions are still in place as of the submission deadline.** All proposals, including Flash Drive, must be submitted and received by the La Vista City Clerk by **10:00 a.m. CT on May 22, 2020**. Proposals received after this date and time will not be accepted and thus considered void.

Proposals must meet the following requirements to be considered valid. Proposals will be rejected if not in compliance with the following requirements.

1. Proposals must be received by the date and time of the proposal opening indicated above. No late proposals will be accepted. No fax proposals will be accepted. Proposals should be delivered to:

**City of La Vista City Clerk**

Attn: Pam Buethe  
8116 Park View Boulevard  
La Vista, NE 68128-2198

2. All vendor proposals must be manually signed, in ink, and returned by the proposal opening date and time along with any other requirements specified in this Request for Proposal in order to be considered for an award. **However, exceptions will be made due to any COVID-19 Restrictions in place as of the submission deadline.**

3. All vendor proposals must be in a sealed envelope/container and marked **Audit Services for the City of La Vista**. Envelopes or containers utilized for original documents must be clearly marked **Original Documents**.
4. Any proposal may not be altered after opening. The proposal must stay in effect throughout the term of the contract.

## **Standard Conditions and Terms**

### **Scope**

These standard conditions and terms of the Request for Proposal (RFP) and acceptance apply in like force to this inquiry and to any subsequent contract resulting there from.

### **Specifications**

Vendors must submit a proposal in accordance with the terms and conditions in this Request for Proposal.

### **Alternative Terms and Conditions**

The City at its sole discretion, may entertain alternative terms and conditions which deviate from the Request for Proposal requirements. Alternative terms and conditions may be considered if overall contract performance would be improved but not compromised, and if they are in the best interest of the City. Alternative terms and conditions must be submitted with the proposal and must be clearly identified and detailed in such a way that allows such deviations to be fully evaluated. Alternative terms and conditions are discouraged and unless explicitly accepted by the City, are deemed rejected.

### **Insurance**

The successful vendor shall provide a certificate of insurance indicating (1) adequate workers' compensation (statutory); (2) commercial general liability in an amount not less than \$1,000,000 for any person for any number of claims arising out of a single occurrence and not less than \$5,000,000 for all claims arising out of a single occurrence; and (3) property damage insurance in an amount not less than \$500,000; and naming the City of La Vista as an additional insured, except for Workers' Compensation policies/certificates, for the term of the agreement.

### **Award**

All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in this Request for Proposal. The City reserves the right to reject any or all proposals, wholly or in part, or to award to multiple vendors in whole or in part. The City reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the vendors competitive position. All awards will be made in a manner deemed in the best interest of the City.

**Collusive Bidding**

The contractor's signature on any submitted proposal is a guarantee that the prices quoted have been arrived at without collusion with other eligible contractors and without effort to preclude the City from obtaining the lowest possible competitive price.

## **Scope of the Request for Proposal**

### **Scope**

The City of La Vista, Nebraska (City) is soliciting proposals from qualified vendors to enter into contract for audit services for the City.

The contractor will be responsible for all requirements and successful performance of this contract.

### **Term**

The agreement which will result from this RFP will be a contract for a period of three (3) years. At the sole discretion of the City, the awarded contract may be extended for up to three (3) additional one-year terms. The City may terminate the agreement by providing sixty (60) days written notice prior to the end of the City's fiscal year, September 30<sup>th</sup>.

### **Non-exclusive**

Any agreements awarded shall be non-exclusive. The City reserves the right to enter into multiple agreements from this RFP.

### **Inquiries**

Any explanation desired by a vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to the City Clerk, Pam Buethe, [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org), no later than **4:00 p.m. CT on May 1, 2020** and clearly marked "Questions for Audit Services for the City of La Vista". Vendor must include the Request for Proposal title and May 22, 2020 in the subject line.

### **Prime Vendor Responsibilities**

The vendor will be required to assume responsibility for all contractual services offered in this proposal whether the vendor performs them or not. Further, the City will consider the vendor to be the sole point of contact with regards to contractual matters, including payment of any and all charges resulting from the anticipated contract.

### **Termination**

1. The City may terminate the contract at any time if the vendor fails to carry out the terms or fails to make substantial progress toward the fulfillment of the contract obligations.

In such event, the City shall provide the vendor with thirty (30) days written notice of conditions which endanger contract performance. If after such notice the vendor



fails to remedy these conditions, the City may send a certified letter to the vendor for immediate cancellation of the contract.

2. The contract may be terminated prior to the end of the contract period by mutual agreement of both parties by at least ninety (90) days written notice.

### **Schedule of Events**

The City expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

The following time considerations and requirements concerning the selection process and annual audit work are for your information and should be taken under consideration as you prepare your proposal. Dates and times are firm unless waived by the Director of Finance or her designee due to unforeseen circumstances.

<b>Activity</b>		<b>Date/Time</b>
1	Release Request for Proposal	Wednesday April 22, 2020
2	Deadline for written inquiries	Friday May 1, 2020 by 4:00 p.m. CT
3	Deadline for City's response to inquiries	Wednesday May 15, 2020
4	Deadline for proposal submission	Friday May 22, 2020 by 10:00 a.m. CT
5	Evaluation and Review	May 25 – June 5, 2020
6	Interviews for selected firms	June 15 – June 19, 2020
7	Final recommended selection	June 26, 2020

Upon final selection, the City of La Vista Finance Department will prepare the necessary Council documents for council action on the next available Council date.

Preliminary audit work is expected to begin upon Council approval.

## **Procurement Procedures**

### **General**

The Request for Proposal (RFP) is designed to solicit proposals from qualified vendors who will be responsible for Audit Services for the City of La Vista.

Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered.

The reserves the right to reject all proposals, and, at its discretion, may withdraw or amend this RFP at any time. If, in the opinion of the City, revisions or amendments will require substantive changes in proposals, the due date may be extended.

### **Communication with Staff**

From the date of the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City of La Vista is prohibited. Only written communication via email to the City Clerk, Pam Buethe, [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org) is permitted.

Once a determination is announced regarding the selection of a vendor, the vendor will be permitted to speak with the person(s) participating in contract negotiations.

Violation of these conditions may be considered sufficient cause to reject a vendor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

1. Contacts made pursuant to any pre-existing contracts or obligations;
2. City staff and/or vendor staff present at a Pre-Proposal Conference, if scheduled, when recognized by City as staff facilitating the meeting for the purpose of addressing questions; and,
3. Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City of La Vista.

### **Proprietary Information**

All information and data contained in the proposal becomes the property of the City and becomes public information upon opening of the proposal.

Any proprietary and/or copyrighted material must be submitted in a separate envelope/package and submitted with the proposal. A separate sheet must be provided

that clearly states which sections have been submitted as proprietary or have copyrighted materials.

If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's Public Record Statutes. (Neb. Rev. Stat. §§ 84-712 through 84-712.09)

All proprietary information the vendor wishes the City of La Vista to withhold from the public must be submitted in a sealed package, which is separate from the remainder of the bid. The separate package must be clearly marked "PROPRIETARY" on the outside of the package. In addition, electronic copies (Flash Drive) of the vendors proposal should include a file marked "PROPRIETARY" which contains the electronic version of the vendor's proprietary information. The City of La Vista will not be held responsible for releasing electronic files that are not specifically marked and placed in a "PROPRIETARY" file within the electronic copy.

**Vendors may not mark their entire RFP as proprietary.** Vendors must submit a cost proposal and it may not be marked as proprietary information. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public.

### **Reference Checks**

The City reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

## **Project Description and Scope of Work**

### **Introduction**

The City of La Vista is one of the fastest growing cities in the State of Nebraska with a population of approximately 18,000, approximately 114 full-time employees, approximately 65 part-time employees, and a combined net position of \$61.2 million at fiscal year-end 2019.

The City is seeking proposals from independent certified public accountants licensed to practice in the State of Nebraska to perform the financial audits of the City funds, accounts and/or other specialized audit services necessary. It is preferred the selected accounting firm have a local presence in the City of Omaha or surrounding areas.

Any explanation desired by a contractor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to the City Clerk, Pam Buethe, [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org) no later than 4:00 p.m. CT on Friday May 1, 2020. The submission must be clearly marked "Questions for Auditing Services for the City of La Vista".

### **Current System**

The City's financial statements are prepared in accordance with principles established by the Governmental Accounting Standards Board (GASB), and follow the standards established by General Accounting Office (GAO) Government Auditing Standards (1994). The accounting records for the General Fund, Special Revenue funds, Capital Project, and Debt Service funds are maintained using the modified accrual method of accounting. The accounting records for the Enterprise Fund are maintained in the full accrual method. At year end, all the funds reported on the modified accrual basis are restated using full accrual, per GASB 34.

Budgeted revenues and appropriations are determined using the basis of accounting appropriate to the fund involved. In even numbered years, the City Council approves the biennial budget amounts for the City with the option to approve amendments during the biennial period. Encumbrance accounting is employed as a means for budgetary control.

The City's Finance Department consists of one full time Accountant and one full time Financial Analyst, under the direction of the Finance Director, Ms. Cindy Miserez. This department is responsible for the preparation and control of the annual budget, general accounting, year-end closing and financial statement preparation, along with reviewing and appraising the soundness, adequacy and application of accounting, financial and other operating controls to promote effective control at reasonable costs, as well as ascertaining the extent of compliance with established plans and procedures.

## **Required Services**

The City desires a complete and comprehensive audit examination of the financial statements for each of the entity's funds, accounts, account groups, as well as all federal assistance programs and grants for which the City is a recipient. Auditors will be responsible to assist with the preparation and production of a Comprehensive Annual Financial Report (CAFR), which also includes supplemental statistical data. The City will provide trial balances, certain statistical data and other reports as required for the basis of the report.

The final draft audit examination, accountant's report and management letter for each fiscal period ending September 30th shall be completed, filed and available for review by the City by February 15th of the following fiscal period for each of the City funds included in this RFP. The final audit examination, accountant's report (including if applicable, the Single Audit Report) and management letter should be filed and available for distribution by the City by March 30th.

The auditors will assist the City in compiling the consolidated Governmental and Entity Wide statements, the Economic Development Fund Statement, and completion of the Comprehensive Annual Financial Report (CAFR), including supplemental statistical data.

The audit examinations will be made in accordance with generally accepted auditing standards; the standards for financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States issued by the U.S. General Accounting Office, the Single Audit Act, and the provisions of Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and all revisions and compliance supplements if applicable.

The City in 2019 did not have to comply with the Single Audit Act. It is expected that future years may contain the requirement to comply with the Single Audit Act. The Single Audit fees shall be provided for each of the three (3) contract years.

The City will require that the services provided include applying annual auditing procedures to the accounting records of the City's Keno contractor (LVK Holdings) at its location. These procedures will be conducted in accordance with the minimum guidelines established by the State of Nebraska Department of Revenue, Charitable Gaming Division, Title 316, Chapter 35.

The audit will also include a study and evaluation of the system of internal accounting controls of the City to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the U.S. General Accounting Office Government Auditing Standards issued by the Comptroller General of the United States.

The audits should each be an annual compliance audit covering the entire operations of the City and shall include: an executive summary, a report cover, index or table of contents, auditor's report, appropriate financial statements and supporting schedules, informative disclosures, auditor's report on the study and evaluation of the systems of internal control and auditor's report of compliance with laws and regulations. This reporting includes the production of the Comprehensive Annual Financial Report (CAFR) and supplemental statistical data. The audit reports should be typed on letter size pages. Management letters which include recommendations affecting the financial statements, internal control, accounting systems and legality of actions and other matters considered appropriate are to be considered as an integral part of the audit reports.

The City's audit report will consist of a master report that is not punched, unbound and is camera ready. The audit report must also be submitted in electronic format to the Finance Department for disbursement to elected officials prior to the presentation by the firm to the Mayor and City Council.

The City's quarterly keno reports will consist of one (1) printed and bound report for the contractor delivered to the Office of the Director of Finance. The quarterly report must also be submitted in electronic format to the Finance Department.

### **Internal Assistance**

The Director of Finance, previously identified, along with available staff as needed, will render all possible assistance, will respond promptly to requests for information, and will provide opportunities to inspect the physical facilities and records as requested to help you adequately prepare for your proposal.

The previous audit of the City and its various funds and programs was conducted by BKD, LLP, Certified Public Accountants. Copies of the audit reports are available for inspection at the Office of Cindy Miserez, Director of Finance, City of La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska 68128. Copies of the audit reports for years prior to 2019 are also available on the City of La Vista website, <https://www.cityoflavista.org/documentcenter>.

Data Processing for all financial accounting is under the direction of the Sarpy County Technology Department. This is an Interlocal Agreement between Sarpy County (County) and the City. The purpose of this agreement is to increase the cooperative efforts of the County and the City in connection with electronic information, voice, and data communication services for governmental operations and public services.

The City's Legal Counsel will be available to the selected auditing firm on an as needed basis in relation to the audit. The City Attorney, Mr. Tom McKeon, will issue a representation letter concerning the status of any legal action in progress, threatened litigation and actual or contingent liabilities facing the City. The Director of Finance will

issue a representation letter and will address unrecorded liabilities, pledged assets, contingencies and liabilities.

The City will provide adequate physical facilities to the selected auditing firm for the duration of the audit, in their respective offices. Access to the internet, a copier machine and facsimile (fax) machine will be available for use in connection with the audits at no charge for audit related purposes.

### **Additional Provisions**

#### **1. Increase in Fees**

Any amendment to contracts or purchases which taken alone increase the original fee as awarded (a) by ten percent, shall be approved by the City Council in advance of the acceptance of any purchase in excess of such limit. However, neither contract nor purchase amendments will be split to avoid advance approval of the City Council.

#### **2. Interest of the City**

No elected Official or any officer or employee of the City shall have a financial interest, direct or indirect, in any City Agreement. Any violation of this section with the knowledge of the person or corporation contracting with the City shall render the Agreement voidable by the Mayor or Council.

## **Proposal Standards and Operating Provisions**

### **Agreement Arrangements**

The agreement, other than the annual Keno audit, will be for a three-year period, with the option to extend for up to three (3) one-year terms at the sole discretion of the City. The City may cancel in any of the years subsequent to the first year by providing a sixty (60) day notice is given prior to the fiscal year end, September 30th. The Keno audit will be for a two-year period, with the option to extend for up to three (3) one-year terms at the sole discretion of the City. The City may cancel in any of the years subsequent to the first year by providing a sixty (60) day notice is given prior to the reporting year end, September 30th.

Prior to submission of the accountant's report and management letter, the selected auditing firm will be required to review draft copies with the City Administrator, Director of Administrative Services, and Director of Finance.

The selected auditing firm must retain the audit working papers for a period of at least seven (7) years and further, the working papers must be made available for examination by authorized representatives of the cognizant Federal audit agency, the General Accounting Office, and the City's Finance and/or Law Departments.

The City reserves the right to reject any and all proposals submitted and to request additional information from all service bidders. Any award made will be made to the firm who, based on evaluation of all responses, in the opinion of the La Vista City Council is professionally qualified to perform all of the requirements contained in this RFP after due consideration to the proposed cost of audit service fee.

Firms submitting proposals subcontracting portions of the engagement to other audit firms must clearly identify the subcontractor in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the City.

No extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

The selected auditing firm shall be required to submit prorated monthly invoices based upon the satisfactory execution of audit work performed.

### **Report Requirements**

The audit report, executive summary and management letter shall be addressed to the La Vista City Council, City of La Vista and shall include all the financial statements in the same format and content as the audit reports received by the City for the previous fiscal year. This must include all reports to facilitate submission of the CAFR to the Government Finance Officers Association (GFOA) for the annual Certificate of



Achievement for Excellence in Financial Reporting. Copies of these audit reports will be available for inspection at the office of Cindy Miserez, Director of Finance, City of La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska 68128, during the City's regular business hours.

If applicable the audit reports shall include the auditor's report of compliance applicable to each major program and internal control compliance in accordance with the provisions of Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The auditor's report on compliance shall include the completion of the data collection form reporting on Audits of States, Local Governments and Non-Profit Organizations (Form SF-SAC).

The audit reports shall include the auditor's opinion report on the financial statements and, if applicable, on a Schedule of Expenditures of Federal Awards, showing total expenditures for each Federal assistance program as identified in the Catalog of Federal Domestic Assistance, and all other Federal programs and grants which have not been assigned catalog numbers.

The audit reports shall include the auditor's report on compliance and on internal control over financial reporting based on an audit of financial statements prepared in accordance with government auditing standards.

The audit report shall include an auditor's report on compliance, which contains:

1. A statement of positive assurance with respect to those items tested for compliance including compliance with laws, rules and regulations pertaining to non-major programs and other items which could have a material effect on financial reports and claims for advances and reimbursements. In addition, the report must disclose any compliance with laws and regulations that may have a material effect on each major federal assistance program.
2. A statement of negative assurance on those items not tested.
3. A summary of all instances of noncompliance, and
4. An identification of total amounts of costs questioned, if any, for each Federal Assistance award as a result of noncompliance if applicable.

The management letters required shall include statements of audit findings and recommendations affecting the financial statements, internal control, general accounting, accounting systems including data processing interface, legality of actions and other material matter.

Any instances of fraud, waste or illegal acts, or indications of such, including all questioned costs must be covered by separate written reports to the Federal department or agency which provided the Federal assistance funds if applicable.

## **Audit Management**

If, during the performance of the audit, the auditing firm concludes that there are irregularities or an unqualified opinion cannot be issued, the auditing firm must immediately notify the Director of Administrative Services and the Finance Director of all matters which preclude issuance of an unqualified opinion. In order to enable the City to maintain a high level of accounting and auditing experience, the selected firm will be expected to assist and advise concerning mandatory or recommended modifications to the accounting system in their annual statements.

The final exit conferences will be held with the Director of Administrative Services, the Finance Director, and the City Accountant.

## **Submittal Requirements**

Those firms interested in responding to this RFP are required to submit their proposal in the following format: Those submitting sealed proposals should indicate on the outside of the envelope in the lower left hand corner that it is a sealed proposal for "Audit Services for the City of La Vista". The name of the firm submitting the proposal should also be indicated on the outside of the envelope.

One (1) original, three (3) bound and sealed copies and one (1) electronic copy (Flash Drive) are to be delivered to:

**City of La Vista City Clerk**

Attn: Pam Buethe

8116 Park View Boulevard

La Vista, NE 68128-2198

Proposals must be received by 10:00am CT, Friday, May 22, 2020. **Proposals received after 10:00 a.m. CT on that date will not be considered.** Oral, telephone, telegraphic or other electronic medium proposals will not be considered.

### **Title Page**

Present the subject of your proposal, the name of your firm, local address of the office that will be performing the work, name of the contact person and the date. All proposals submitted are to remain in effect throughout the award.

### **Table of Contents**

Present a clear and comprehensive identification of the contents of your proposal by section and by page number.

### **Letter of Transmittal**

A brief letter of transmittal is required. Within this letter include statements to the following:

1. Your firm's understanding of the work to be accomplished
2. That upon the award of this contract, your firm will make a positive commitment to perform the audit work within the scheduled time period.
3. A summary of the cost of service fee(s) to be charged for the work, and a statement that these fees are fixed, complete and inclusive (See Bid submission Sheet A).
4. The name of the individuals who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.

5. That the signatory of the transmittal letter has the authority to bind your firm.

### **Company Profile**

A profile of your firm is required. Within the profile statement, at a minimum, present the following:

1. Whether your firm is local, regional, national, or international.
2. The location of the office from which the engagement is to be performed and a brief narration of the number of professional staff (i.e. partners, managers, supervisors, etc.) employed at that office.
3. Describe the range of services provided by the office performing the engagement (e.g. auditing, tax. consulting).
4. A listing of five (5) other similar governmental auditing engagements performed by your firm, preferably in the Eastern Nebraska Western Iowa region.
5. Affirmation that your firm is licensed to practice as certified public accountants in Nebraska.
6. Affirmation that your firm meets the independence requirements of the Government Auditing Standards issued by the Comptroller General of the United States.
7. Affirmation that your firm does not have a record of substandard audit work.
8. Affirmation that your firm shall maintain during the life of this contract, Professional Liability Insurance, naming and protecting the City against claims for damages resulting from the firm's errors, omissions, or negligent acts. Such policy shall contain a limit of liability not less than three million dollars. The insurance shall be written by a company duly authorized and licensed to do business in the State of Nebraska and shall be maintained until all auditing work has been completed and accepted by the City. A certificate of insurance evidencing policies shall be furnished to the City and such certificate shall specifically indicate that insurance policies shall give the City at least thirty (30) days written notice in the event of cancellation of or material change in any of the policies.

### **Summary of your Firms Qualifications**

A summary of your firm's qualifications is required. Include in the summary the identity of all senior administrative staff that will be assigned to this audit (i.e. partner, manager). Identify those individuals at the supervisory and staff levels that will be assigned to this engagement. For the supervisory and staff level personnel, including any that might be

from offices other than the engagement office, include resumes detailing relevant experience and continuing education. Include these resumes as an appendix to your proposal.

## **Approach to the Examination**

A statement of Approach to the Examination is required. Within this statement, present your firm's plan to complete the scope of services defined in the Proposal Description and Scope of Services section, of this RFP. Incorporate into this plan, estimates of the amount of time to accomplish each significant segment of the engagement and the staff levels to be assigned to these segments. Where specialists are to be utilized indicate such. Include total of the work hours required to complete the scope of services.

### **1. Financial Audit**

Include statements that the examination will be performed in accordance with generally accepted auditing standards.

The primary purpose of the examination is to express an opinion on the financial statements and that such an examination is subject to the inherent risk that errors and irregularities may not be detected. State that if conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, the auditor will promptly advise the Director of Finance and/or the Director of Administrative Services. And finally, state that no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

### **2. Compliance Audit**

State that in accordance with the auditing standards of the cognizant federal, state and municipal agencies or in accordance with other applicable standards, your firm will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts.

### **3. Work Schedule**

Audit work should begin on or about September 1st and conclude by March 30th of the following year with the issuance of the completed audit and all reporting schedules. State law requires audit reports to be submitted six months after the end of the fiscal year. The City's fiscal year ends on September 30th.

### **Proposed Cost of Audit Service Fee**

A proposed Cost of Audit Service Fee is required. The Cost of Audit Service Fee is to be fixed, complete and all-inclusive. It is to include all of the costs, prices, charges, inflation, expenses, overhead, labor, fringe, taxes, margin, markup, add-ons and any other fees you incur in completion of the Audit Engagement. **Complete Bid Submission Sheet A** and submit it with your proposal. Prepare on an additional page a similarly formatted schedule of any proposed itemized additional services your firm would like to have considered by the City.

## **Evaluation Method**

The City will review the proposals submitted in response to this RFP. The evaluation team shall consist of the four representatives: The Director of Administrative Services, the City Clerk, the Finance Director, and the City Accountant. Additional members may be added at the request of the Director of Administrative Services. Use Bid Submission Sheet A to bid on the City's audit services.

The City's evaluating members will review the proposals independently and then meet to form a consensus rating of all proposals received. The top-rated firms will be invited to participate in a two staged interview process. The first stage of this process will consist of a twenty-minute oral presentation of your firm. The second stage of the process will consist of a question and answer period conducted by the evaluation team. The entire interview process is expected to be completed in the forty to forty-five-minute range.

The City's evaluation team will consider the results of the interviews and formulate a recommendation. The recommendation will then be submitted to the Mayor and City Council who is ultimately responsible for the selection of the auditing firm to perform the annual financial audit.

## BID SUBMISSION SHEET A

### COSTS OF AUDIT SERVICES FOR CITY OF LA VISTA

**CONTRACTOR NAME:** \_\_\_\_\_

**Bid Submission Sheet A is mandatory for firms submitting a City proposal.**

	2020	2021	2022
Proposal for the audit of all City of La Vista general funds and accounts for the fiscal year ending September 30,	\$_____	\$_____	\$_____
Proposal for applying auditing procedures to the accounting records of the City's keno contractor at their locations for the fiscal year ending December 31,		\$_____	\$_____
Proposal for the audit of the City's federal and state financial assistance programs required by the Single Audit Act for the fiscal year ending September 30,	\$_____	\$_____	\$_____
<i>TOTALS</i>			

It is understood that the fees for the services set above shall be reimbursed at the following hourly rates: Information for each year must be included (if there is a variance).

CLASSIFICATION	ESTIMATED HOURS	HOURLY RATE
<b>Partner</b>		
<b>Manager</b>		
<b>Staff</b>		
<b>Total</b>		

The City requires that the firm present a monthly bill for services. The last 20% will be retained by the City until all deliverables are received. Payment shall be made within 15 days of receipt of invoice.

Firm Name: \_\_\_\_\_

Authorized Representative, Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_



**RFP: Audit Services for the City of La Vista**

**Signature Sheet**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_