

June 9, 2017

**REQUEST FOR PROPOSALS (RFP)  
RFP NUMBER 2017-1**

The City of Van Meter will receive proposals for audit services relating to the audit for the fiscal year ending June 30, 2017. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Sealed proposals (7 copies) will be accepted until 4:30 p.m., Friday, July 14, 2017, at the office of the Van Meter City Clerk, at City Hall, located at 310 Mill Street in Van Meter, Iowa. If mailed, the proposals should be mailed to:

City of Van Meter

PO Box 160

Van Meter, IA 50261

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 the RFP number indicated above and the name of the firm submitting the proposal.

The contract for services will be awarded on July 20, 2017.

Further information may be obtained from Jake Anderson at (515)-996-2644

## I. SPECIFIC REQUIREMENTS

1. The City of Van Meter reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:
  - U.S. generally accepted auditing standards.
  - The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
  - The Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.
5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:
  - Reporting formats specified by the Auditor of State's office.
  - AICPA Audit Guides.
  - Governmental Accounting Standards Board reporting requirements.
  - The requirements of the Single Audit Act Amendments of 1996 Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.
7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. Bound copies of the report, including the management letter, in a quantity sufficient to meet the needs of the City of Van Meter are required to be provided by the firm awarded the contract. In addition, arrangements to make the report available in electronic format would be appreciated.
9. Three bound copies of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be provided to the Auditor of State upon release of the reports to the entity.

## **II. DATA TO BE INCLUDED IN PROPOSAL**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

### **A. Letter of Transmittal**

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

### **B. Table of Contents**

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include on the table of contents the local address of the office to be performing the work, the telephone number, and the name of the contact person.

### **C. Profile of Firm Proposing**

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
  - a. Location of the office.
  - b. Current size of the office.
  - c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
  - d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

### **D. Qualifications**

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients that are not governmental clients.

## II. DATA TO BE INCLUDED IN PROPOSAL

(Continued)

### D. Qualifications (continued)

2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
  - a. The amount of experience the individual has had in the auditing profession.
  - b. A summary of similar audits on which the individual has worked.
  - c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
  - d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

### E. **Scope of Services and Proposed Project Schedule**

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review, and report preparation and the latest delivery date of the final report.

### F. **Fees and Compensation**

Provide the following information:

1. Estimated total hours.
2. Estimated out-of-pocket expenses.
3. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. Frequency and timing of your billing process.

### **III. EVALUATION CRITERIA**

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. Cost

Overall cost, including out-of-pocket expenses for performance of the audit.

2. Qualifications

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the audit.
- c. Recent experience in similar audits.
- d. Qualifications of the audit team.
- e. Individuals with whom the audit team can consult.
- f. Understanding of work and timetable to complete the audit.

#### **IV. CITY OF VAN METER PROFILE**

(1) Administrative Information:

- The City of Van Meter is governed by a 5-member City Council who serve 4 year staggered terms. The Council is presided over by a Mayor who serves 4 year terms and is the City's Chief Executive. The City Council employs a City Administrator to manage the City's daily operations. The City Administrator and City Clerk are responsible to the Mayor and City Council to account for the City's finances.

- The period to be audited is July 1, 2016 through June 30, 2017.
- The term of the contract engagement should be approximately 166 hours.
- All governmental and proprietary funds of the City should be audited.
- The City's bank statements are reconciled monthly and are available for the audit.
- The City utilizes Data Technologies Summit system.
- The Iowa Auditor of State performed the audit for the fiscal year ending on June 30, 2016 and should be able to make the report and working papers available.

(2) Work and Reporting Requirements:

- The Auditing standards to be followed should conform to what is required by the Auditor of State and the Code of Iowa for municipalities.
- City staff will assist with the audit by making information available for inspection as requested.
- The scope of work should entail the field work necessary to complete the audit, the writing the audit report (including drafting the Management Discussion and Analysis portion), presenting the complete audit report to the City Council at a regularly scheduled City Council meeting (held on the third Thursday of each month at 7:00p.m.). The scope of work will also include the preparation of the City's Annual Financial Report prior to November 1, 2017.
- There will be no restrictions placed on the auditing firm. Physical access will be granted beyond office hours for the field work if necessary, copy services and a work space will also be provided.
- The auditing firm will be expected to conduct an exit conference with the Mayor and City Administrator.
- The audit should be conducting according to the minimum audit requirements under applicable laws such as Uniform Guidance,

including the amendments thereto, applicable state law and generally accepted accounting principles.

(3) Time Requirements:

- The contract will be awarded at the July 20, 2017 Council meeting.
- The City's records will be ready for the audit beginning on Monday, July 31, 2017.
- The field work and Annual Financial Report should be completed and drafted by November 1, 2017. The final audit report should be completed and presented to the City Council no later than the regular City Council meeting in April 2018.
- Working paper should be retained by the firm for a minimum of 5 years.
- Working paper must be made available to subsequent auditors, and/or the Auditor of State for cognizant or oversight if applicable.

AGREEMENT BETWEEN  
The City of Van Meter, Iowa  
AND

\_\_\_\_\_  
\_\_\_\_\_  
THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by and between City of Van Meter, Iowa, hereinafter called City and  
\_\_\_\_\_, hereinafter called "CPA."

WHEREAS, the City wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6, Code of Iowa, for the fiscal year ending June 30, 2017; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:
  - A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
  - B. Begin work on the audit as specifically agreed upon with the City Administrator.
  - C. Draft the Management Discussion and Analysis portion of the report, prepare the City's Annual Financial Report, and present the completed audit report to the City Council at a regularly schedule City Council meeting on or before the April 2018 City Council meeting.
  - D. Perform the procedures established by the program guide prepared by the Office of Auditor of State at a minimum.
  - E. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.
  - E. Immediately inform the Mayor and City Administrator, the Auditor of State, and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
  - F. Provide access to the working papers to any appropriate state and/or federal agencies for the period of time specified in relevant agreements entered into by the City.

F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates:

Classification	Estimated Hours	Hourly Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. The CPA shall present an invoice for services in the following manner: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

C. Payment shall be made within 45 days of receipt of invoice.

D. The total reimbursement shall not be for more than \$\_\_\_\_\_, except as specifically agreed by the City and the CPA.

3. Termination of Agreement:

A. City may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, City and CPA have executed this AGREEMENT as of the date indicated below:

CPA

City of Van Meter, Iowa

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**EVALUATION CRITERIA AND TECHNIQUES  
FOR RESPONSES TO REQUESTS FOR PROPOSALS**

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**  
Evaluation Value: 25 points  
Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left[ \frac{\text{Lowest cost of all bids received}}{\text{Bid cost for this firm}} \right] \times 25$$

Criteria: **QUALIFICATIONS**  
Evaluation Value: 75 points  
Evaluation Technique: Subjective scoring for the following factors:

<u>Qualification Factor</u>	<u>Possible Points</u>
1. Organizational structure and size of entire firm (resources available – personnel and research, existence of areas of specialization, commitment to governmental auditing, etc.)	0-5
2. Organizational structure and size of office performing the audit (resources available – personnel and research, existence of area of specialization, commitment to governmental auditing, etc.)	0-5
3. Recent experience in similar audits (involvement in local governmental audits – extensiveness, variety, length of time performing audits, etc.)	0-15
4. Qualifications of the audit team (level of experience as accountants, auditors, governmental auditors, variety of experience, % of time devoted to governmental audits, number of CPA's involved, training, etc.)	0-25
5. Individuals with whom the audit team can consult (level and variety of experience, number of CPA's, training, etc.)	0-5
6. Understanding of work and timetable to complete audit (number of hours, projected timetable, commentary showing understanding of entity and general knowledge of what is required, etc.)	0-20
Total points - Qualifications	0-75

Each firm's total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.