

City of Cole Camp  
REQUEST FOR PROPOSAL

**Title:** Audit Services

**Date Issued:** February 28, 2024

**Due Date and Time:** TBD

**Return to:** City of Cole Camp  
Office of the City Clerk  
401 W Main  
PO Box 36  
Cole Camp, MO 65325  
Email: colecampclerk@gmail.com

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This is an invitation to submit proposals to furnish the materials and/or services described herein. Please submit prices/fees net of all discounts. Proposals shall be submitted before the due date and time. In the event it should be necessary to revise the RFP, notice will be given in writing to all businesses/individuals who received the original RFP.

REQUEST FOR PROPOSAL SUBMISSIONS MUST BE RECEIVED BY THE DUE DATE AND TIME.

**General Conditions Governing Responses**

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The following terms and conditions, unless otherwise modified by the City of Cole Camp within this document, shall govern the submission of proposals and subsequent contracts. The City of Cole Camp reserves the right to reject any proposal that takes exception to these conditions. The City also reserves the right to reject any and/or all proposals and to select from any or all remaining proposals it believes to be the best for the City, whether or not said proposal is the lowest cost.

**Submission of Proposal**

Proposals are to be submitted to the City Clerk, City of Cole Camp, 401 W Main, PO Box 36, Cole Camp, MO 65325. Each proposal must include one hard copy, submitted in a sealed envelope and clearly marked "Proposal for Auditing Services".

The Deadline for proposals is **2:00 PM on Monday, June 3, 2024**. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are re-submitted or modified must be sealed and submitted to the City Clerk prior to the proposal submission deadline. Each respondent may submit only one proposal. No proposal will be accepted after the deadline for submission of proposals, regardless of the reason for such lateness.

**Contract**

The contract documents used by the City will include the RFP, executed Anti-Lobbying and Collusion Statements, and the respondent's Proposal. In the event that conflicts in language exist between the RFP and the proposal, the provisions of the RFP govern. ***(If the respondent possesses a standard contract, it is recommended that the respondent supply said contract for review with their proposal).***

**Questions and Interpretations**

All questions relating to interpretation of statements contained in this RFP not otherwise clarified by an addendum are to be address to the City Clerk, Dawn Paul.

### **Modifications to Proposals**

The City Clerk will make all changes and/or additions to this request for proposals in the form of a written addendum.

### **Termination**

The contract derived from this RFP or any part may be terminated by either party by giving thirty (30) days advance written notice to the other party; but if any work or service there-under is in progress, but not completed as of the date of termination, the said contract may be extended upon written approval of the City until said work or services are completed and accepted.

Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision and termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

This contract will be subject to annual funding by the City of Cole Camp, in accordance with its normal funding practices. In the event funds are not available in full or in part, the contracts shall be cancelled and/or subject to modification to the extent of availability of funds.

### **Assignment or Transfer**

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the proposal or any resultant agreement or its rights, title, or interest, therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.

### **Indemnification and Hold Harmless**

The respondent agrees to indemnify and hold harmless the City of Cole Camp, Missouri, its agents, officials and employees and to assume all risks, responsibility for death of, injury to or damage to any person and for loss, damage or injury to any property (together with all expenses, including attorney fees, in defense or prosecution of any action involving any such death, injury or damage), directly or indirectly related to the performance of this work.

The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

### **Compliance with all Government Laws**

All contractual agreements shall be subject to, governed by, and construed according to the laws, ordinances, rules, regulations, and orders of the City, County, State, Federal, or any other public bodies, which apply to work performed under this agreement.

The City of Cole Camp is an Equal Opportunity Employer. Every contract undertaken or entered into by the City of Cole Camp, Missouri, shall comply with the Equal Employment Opportunity regulations.

### **Enrollment in the Federal Work Authorization Program (E-Verify)**

Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

### **Insurance Requirements**

#### **Comprehensive Automobile Liability:**

If applicable, \$2,000,000 combined single limit

#### **Workers' Compensation:**

If applicable, statutory requirements.

#### **Employers' Liability:**

If applicable, \$1,000,000 each employee; \$1,000,000 each accident; and \$1,000,000 policy limit.

**Request for Proposal**  
**Auditing Services**  
**Introduction and Description of Operation**

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The City of Cole Camp is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December, 31, 2024, with the option of auditing its financial statements for each of the three (3) subsequent fiscal years. It is the intent of the City to obligate itself to the retention of professional accounting services through a process of evaluation and comparison of past performance, appropriate references, prior experience in other municipalities and counties, expertise related to the City's specifications, and identification of available professional services that may or may not have been used by the City previously.

**General Information**

The City of Cole Camp, Missouri is a fourth-class city and operates under the Mayor-Board of Aldermen - Administration form of government. The City's permanent estimated population is 1183. The City's budget (including all funds) totals approximately \$2,034,596.00 for the fiscal year beginning January 1, 2023 and ending December 31, 2023. A copy of the City's December 31, 2022 Comprehensive Annual Financial Report (CAFR) may be available upon request.

**City Services**

The City of Cole Camp provides the following services to its citizens:

- Police Protection
- Street Maintenance
- Parks Services
- Water, wastewater and solid waste services

The accounting and financial reporting functions of the City are centralized at City Hall.

**Fund Structure**

The annual audit shall encompass all funds of the City of Cole Camp, Missouri including, but not necessarily limited to, the following:

**Governmental Fund Types**

- General Fund
- Street Fund
- Library Fund

**Proprietary Fund Types**

- Water Fund
- Sewer Fund

**Financial System**

The City's financial system is organized and operated using the modified cash basis of accounting. Separate financial statements provide for governmental funds and proprietary funds. All proprietary funds utilize an economic resources measurement focus within the limitations of the modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund equity, revenues, and expenditures/expenses when they result from cash transactions.

In fulfilling its responsibilities for reliable financial statements, management depends on the City's system of internal accounting controls. The system is designed to provide reasonable assurance that assets are effectively safeguarded, and transactions are executed and properly recorded in accordance with management's authorization and generally accepted accounting principles.

The budgetary data represents the final approved budget after amendments as adopted by the Board of Aldermen. The City's financial and accounting systems are computerized using a personal computer network with Simple City software.

The City will provide work area for auditing staff. City staff will be available to answer questions and for consultation as needed.

#### **Scope of Service**

The annual audit shall be of sufficient depth and scope to enable the auditor to produce an audit report. The audit must be conducted under the control of a Certified Public Accountant (CPA)/Audit Firm with experience in auditing municipalities. The audit shall include an examination of the financial and other records of various activities, departments and funds of the City in accordance with the applicable generally accepted auditing standards, including the examination and testing for fraudulent or improper financial activity. The examination shall also be made in compliance with the laws of the State of Missouri, Government Auditing Standards issued by the Comptroller General of the United States, the requirements of OMB A-133, and any other applicable requirements, including those promulgated by GASB. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditing firm will prepare adjusting entries and a final trial balance upon completion of the field work. The auditing firm will prepare the Comprehensive Annual Financial Report, the Single Audit Reports and the Management Letter reviewing the City's system of internal controls and accounting procedures.

The firm will be responsible for communication and interpretation of any changes made in governmental reporting and shall respond to reasonable inquiries by City staff during the contract year.

Audit work papers shall remain in the custody of the auditor. The firm shall make available its work papers to the Missouri State Auditor's office, the City Clerk, and any designated cognizant agency of the federal government, upon request. Work papers shall be retained by the auditor for a period of five years from the date of the completion of the field work.

#### **Selection Process**

The City Clerk and City staff will review the qualifications of all firms submitting proposals. Firms may be invited to make presentations to staff. Their recommendation will be submitted to the Board of Aldermen for their consideration. The Board of Aldermen will select the auditing firm and award the contract.

#### **Evaluation Criteria**

Proposals will be evaluated on the basis of the qualifications of the office in the CPA firm that will actually conduct the service. Following are some of the factors that will be considered:

1. Number of current city and other local government clients.
2. Water and sewer experience.
3. Single audit experience.
4. Consulting capabilities.
5. Quality control procedures.
6. Participation in governmental organizations such as MML, MFOTA, GFOA, etc.
7. Experience of the audit team.
8. References.
9. Scheduling of audit process.
10. Paperless document exchange capabilities and level of technology security.
11. Fees.

#### **Proposal Format and Contents**

Responses to this Request for Proposal shall include the following information and the format shall be followed as shown. Incomplete proposals will not be considered.

1. Table of Contents

Include a clear identification of the material by section and by page number.

2. Scope Section

Clearly describe the scope of the required services to be provided. Assuming that the requested services include both an examination of financial statements and a Single Audit, define the scope of services to be provided in those terms.

3. Audit Approach

Clearly describe your firm's approach to conducting the examination.

4. Profile of the Firm

State whether your firm is local, national or international.

Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.

Identify the supervisors and staff who will be assigned to the audit, including those from other than the local office. A resume of each person to be assigned to the audit must be included and should contain specific municipal and utility auditing experience, including work associated with Certificate of Achievement for Excellence in Financial Reporting, the Single Audit Act of 1984 and related amendments.

Describe the range of activities performed by the local office in the governmental area such as audit, accounting or management services. Include activities that demonstrate your commitment to the municipal government practices.

Briefly describe your firm's quality control policies and procedures. State whether or not those policies and procedures are subjected to the professions "peer review" program to provide for an independent review of their effectiveness.

5. Governmental Experience

Describe the most recent audits (last three years) of municipalities and utilities comparable in size to, and similar to, the type of audit requested, that were conducted by the group proposed to undertake this audit. Also, give names and telephone numbers of client officials responsible for those audits listed.

6. Additional Information

Give any additional information considered essential to this proposal, including involvement in state and municipal government organizations, seminars, etc. Publications of your firm, such as directories, articles, and lists of clients, may be included but should not be voluminous.

7. Timing

The auditor may commence the examination on or after February 1, 2024. Please include a time schedule for fieldwork and completion of the audit. During the audit, the auditor may be required to meet with various elected and/or appointed officials to discuss the audit or related matters. A post-audit conference may be held with the City Clerk to review the financial statements, compliance reports, and draft of comments and recommendations.

The audit of all funds, the printing of the Comprehensive Annual Financial Report (CAFR), the required Single Audit reports and Management Letter reviewing the City's system of internal controls and accounting procedures must be completed and submitted to the Mayor and Board of Aldermen within

160 days after the end of the fiscal year. The auditor will deliver up to 15 hard copies and a searchable electronic version of the City's Audit/CAFR, the Compliance and Internal Control Report as required by the Single Audit Act of 1984, and Management Letter no later than May 16, 2023.

8. Fees

Proposals that are submitted in response to this Request for Proposal should include a proposed fee of what the firm would charge to perform the City's CAFR. If there are additional charges for services outside of the base fee, please explain type of service and rate of charges.

**Annual Audit**

FY 2024 \_\_\_\_\_

FY 2025 \_\_\_\_\_

FY 2026 \_\_\_\_\_

FY 2027 \_\_\_\_\_

**Single Audit (if applicable)**

FY 2024 \_\_\_\_\_

FY 2025 \_\_\_\_\_

FY 2026 \_\_\_\_\_

FY 2027 \_\_\_\_\_

**Additional Fees (if applicable)**

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