



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS (RFP) COVER PAGE

RFB NO: 201942

TITLE: Outside Audit

Solicitation Schedule & Deadlines:

August 30, 2019	Solicitation Release Date
September 13, 2019 2:00PM	Deadline for Submitting Questions
September 17, 2019 4:30PM	Deadline to post Addendum
September 30, 2019 2:00PM	Deadline to Submit Response

Responses must be received no later than "Deadline to Submit Response"

September 30, 2019 2:00PM

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

PURPOSE

Franklin County is soliciting a Request for Proposals from qualified Firms to provide services for an audit of the County's Comprehensive Annual Financial Report (A-133 Single Audit) for the fiscal years ending December 31, 2019, 2020, and 2021.

INTRODUCTION/BACKGROUND

Franklin County, Missouri is a first class county. The County's population is approx. 101,492 and the fiscal year 2019 General Fund and total budgets are \$21,033,022 and \$92,088,964 respectively. A Copy of the 2018 CAFR and 2019 budget are available for review.

SCOPE OF SERVICES

A. Accounting System

The County currently uses a software program, Logics LLC, located in Raleigh, NC, running on a Windows web based operating system for budgeting/accounting/revenue management. Financial statements are currently generated by the Logics system. Fixed assets are currently maintained in Excel spreadsheets.

B. Comprehensive Annual Financial Report (CAFR) Requirements

Franklin County, Missouri has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past several years and will continue to do so with the assistance of the audit firm selected. Experience in the preparation of such a document is required. Staff is required to review the entire document in accordance with GAAP. The successful firm will also compile the CAFR, which includes the required single audit reports. The audit firm will prepare the A-133 Single Audit and file the appropriate report with the Federal Agency Clearinghouse.

C. Audit Requirements

The audit shall include examinations of the financial and other records of the various departments and funds of the County in accordance with generally accepted government auditing standards for financial and compliance audits as promulgated by Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the comptroller general of the United States, Audits of State and Local Governments, Circular A-133, issued by the Office of Management and Budget, and Audits of State and Local Government Units, issued by the American Institute of Certified Public Accountants.

D. Reports Required

The following are required for the completion of the CAFR:

An opinion Letter and a report on internal control and compliance in accordance with the Single Audit Act by June 20th of each year.

A separate report of comments and recommendations addressed to the County Commission.

IRS Tax Returns for 501(c) entities

E. Use of County Facilities and Personnel

The County will provide an adequate work area for the auditing staff. County staff will be available to answer questions and for consultation as needed in order to expedite the audit fieldwork.

PROPOSAL REQUIREMENTS

It is the responsibility of the Vendor by careful personal examination of the sites, to satisfy themselves as to the location of the work, worksite conditions, and the quantity of staff required. The Vendor shall examine carefully the proposal and all other documents and data pertaining to the Project. Failure to do so shall not relieve the awarded Vendor of obligation to perform the provisions of the agreement. The Vendor shall not at any time after the execution of the agreement make any claims alleging insufficient data, incorrectly assumed conditions or claim any misunderstanding with regard to the nature, conditions or character of the work to be done under the agreement.

The County will consider proposals from Vendors with specific experience and success in Auditing Services. All proposals must include:

1. Vendor name, address, telephone number and contact persons(s) email address.
2. Brief history of the Company.
3. Describe your firm's approach to conducting the audit examination, including your understanding of the scope of the services to be provided and the reports and documents required. It should indicate the approximate date the audit will begin and end (including preliminary field work). Include a copy of your firm's most current peer review report.
4. Describe the governmental experience of your firm including the qualifications of the staff that will be assigned.
5. Provide a list of at least three Counties and/or municipal government references where your firm has conducted an audit in the past 24 months. This list should indicate the

names and contact information of officials in other counties and/or municipalities that may be contacted.

6. Staffing of the audit and CAFR preparation. Biographies, including experience of the individuals who will be assigned to the engagement, and the relevant experience of each in auditing counties and/or municipalities and preparing CAFR's must be furnished.
7. Pricing form, completed and signed.
8. All forms and/or tasks performed that are listed on the submission checklist below are completed and/or included with the Proposal:

**Only use the forms provided*

- I have reviewed the proposal schedule and deadlines, located on the solicitation cover page
- I have read ALL Terms and Conditions and Proposal Documents closely (Located at www.franklinmo.org)
- Solicitation Cover Page
- Affidavit for Work Authorization is completed and Notarized
- Certificate of Insurance(COI)
- I have one original and three copies that are labeled accordingly
- Envelope is sealed and label attached

INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
 - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
 - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury

C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."

E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

Employment of Unauthorized Aliens Prohibited

- (a) Vendor agrees to comply with Missouri Revised Statute section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.
- (b) As a condition for the award of this contract, the Vendor 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 with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- (c) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri and shall not henceforth do

so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

OFFER AND SCHEDULE OF FEES

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein.

The offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Firm has the capacities, professional expertise and experience to provide the necessary services as described in this RFP. The Firm shall ensure that all information required is submitted with the proposal. All information provided should be verifiable by documentation requested by the County. Failure to provide all information, in accuracy or misstatement may be sufficient cause for rejection.

PRICING

The County requires a firm, fixed fee for EACH of the following:

Audit and Single Audit for the year ending December 31, 2019_____

Audit and Single Audit for the year ending December 31, 2020_____

Audit and Single Audit for the year ending December 31, 2021_____

EVALUATION CRITERIA

The criteria used to select a Firm include the following factors:

- A. Quality and responsiveness of the proposal. (10%)
- B. Ability, capacity, and experience of the Vendor to perform the services. (30%)
- C. Firm's plan/processes, services to be provided, method of approach, and schedule. (30%)
- D. Price to provide the services requested. (30%)

SELECTION PROCESS

The County will review and evaluate the proposals based on the evaluation criteria. Firms may be selected for interviews or questions for clarification. However, the County may choose to proceed without interviewing any Firms.

The County reserves the right, in its sole discretion, to reject any or all proposals, or portions thereof, to waive technicalities or deficiencies in any or all the proposals. The County reserves the right to cancel this RFP in part or in its entirety.

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative’s Signature Printed Name

Title Date

Subscribed and sworn to before me this of _____ . I am
 Day Month, Year

commissioned as a notary public within the County of _____, State of
_____ and my commission expires on Date

Signature of Notary Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send Bid Packet and Bid Information via email? _____

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

RFP # 201942 DATE: September 30, 2019 2:00PM

DESCRIPTION: Outside Audit

Vendor Name: _____

Vendor Address: _____