



**CITY OF WAYCROSS  
REQUEST FOR QUALIFICATONS AND FEE PROPOSALS  
ANNUAL AUDITING SERVICES  
December 18, 2017  
RFP # FY18-14 Audit Services**

**GENERAL INFORMATION**

The City of Waycross is accepting qualifications and fee proposals from Certified Public Accountants for the City of Waycross annual auditing services and the designation of a “City Auditor” for fiscal year 2018 and following. The City of Waycross request proposals for audit firms periodically; however, any appointment is subject to annual renewals. The required services are outlined below and proposals are to be based on this request generally accepted auditing standards for municipal governments.

Proposals will be accepted until **10:00 a.m., Tuesday, January 9, 2018**. The required services are outlined below and proposals are to be based on this request and generally accepted auditing standards for municipal governments.

**BACKGROUND**

The City of Waycross, Georgia is a Chartered Government with a population of 14,649 and an operating budget of \$31,296,358.00 for fiscal year 2018. The fiscal year begins on July 1<sup>st</sup> and ends in June 30<sup>th</sup>. The city’s current banking is done with SunTrust Bank and the current independent auditor is Henderson and Godbee of Valdosta, Georgia.

The City’s currently uses America Data Group (ADG) as their financial software. The financial statements consist of 20 Governmental type funds and 3 Enterprise Funds. The statements are prepared on a cash basis during the year and adjusted to GAAP at the end of the year. Audits are to be conducted at the individual fund level.

## QUALIFICATION STATEMENTS

The City of Waycross is requesting information on your firm's qualification and experience in Governmental Auditing. At a minimum the City request:

- Verification that the firm and all assigned key professional staff are properly licensed to practice in Georgia.
- Size of firm, organizational chart, size of governmental audit staff, and firm's location.
- Results of external peer review in the past 3 years.
- Staff experience and qualifications.
- Submit a minimum of 5 governmental audit engagements performed within in the past 5 years that are similar to the engagement described in this RFP with contact names and numbers.
- Detail audit approach based on the information provided.

## AUDIT REQUIREMENTS

To meet the requirements of this request for proposals, the audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Official Code of Georgia Annotated* as well as all applicable federal, state, local or other programmatic audit requirements. *If a Single Audit is required as a part of the annual audit, the audit shall be performed in accordance with American Institute of Certified Public Accountants (AICPA) Standards (GAAS), Government Auditing Standards, the Single Audit Act Amendments of 1996, and the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations;* and other procedures you consider necessary to enable you to express an opinion on the following:

- The financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Waycross, Georgia
- Compliance and Internal Control over financial reporting based on an audit of financial statements performed in accordance with governmental auditing standards
- Compliance with requirements applicable to each major program and internal control over compliance with OMB Circular A-133
- Special County One-Percent Sales and Use Tax

No portion of the work shall be subcontracted without prior written consent of the City. In the event that the auditor desires to subcontract some part of the work specified herein, the auditor shall furnish the City the names, qualifications and experience of their proposed subcontractors. The auditor shall, however, remain fully liable and responsible for the work to be performed by subcontractor(s) and shall assure compliance with all requirements of the contract.

## **ADDITIONAL REQUIREMENTS**

The City requests your assistance, if necessary, in the preparation of reporting the above financial information to any governmental entity such as the Georgia Department of Community Affairs. The assistance requested is to determine the prepared reports are consistent with the financial statements listed above.

Fifteen (15) copies of the financial statements together with your report thereon are to be delivered to the City Commission at a Work Session upon completion along with a presentation of your findings. Any special reports are to be submitted with ten (10) additional copies. All reports are to be completed by December 15 with the exception of the Georgia Department of Community Affairs Report of Local Government Finances which is due November 20.

Any evidence of fraud or illegal acts should be reported immediately; and, if additional detailed investigations are required that are out of the ordinary; the Mayor and City Commission are to be informed and are to establish the necessary compensation.

## **SCOPE OF WORK**

To determine whether the basic financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, and the respective budgetary comparison for the major funds currently including the General Fund, SPLOST Funds, Capital Reserve Fund, Public Utilities Fund, and Waste Management Fund in conformity with accounting principles generally accepted in the United States of America. The individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional data. This supplemental information will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Throughout the contract period, the auditor shall advise the City on implementation of new accounting standards as promulgated by authoritative bodies. The auditor shall also advise the City on specialized accounting questions, which may arise during and subsequent to the audit.

Auditors are required to be knowledgeable of the City's operations and financial systems and audit requirements of governments. These requirements are to be included in the proposal. The Interim Finance Director is available for information about this request; and will provide working space, assistance and clarification both during the preparation of the proposal and the audit process. Also include the names of the individuals that you will assign to the engagement, their education, experience and position with the firm. Any other information that will assist the City in the selection process such as other customers, firm experience, related staff experience, etc., should be included.

The City's Finance Department staff will be available to provide needed information, documentation, and explanations during audits.

The City will provide adequate work space for Auditor.

### **TERM OF ENGAGEMENT**

A 5 year contract is contemplated; start date is fiscal year end June, 30, 2018, - June 30, 2022, subject to the annual review and recommendation of the City Commission, the satisfactory negotiation of terms (including a price acceptable to both City and the selected firm), the concurrence of City and the annual availability of an appropriation. The City reserves the right to terminate the contract at any time with 30 days written notice.

In addition to the above, the City encourages you to make suggestions for improvements in internal controls over financial reporting.

Auditor must agree to retain all books, records, working papers, and other documents relative to this contract for three (3) years after final payment. The government entity, its authorized agents, and federal and state regulatory and grantor agencies, including the Georgia Department of Audits and Accounts, shall have full access to and the right to examine any of said materials during said period at no cost to either the City or any other entity authorized to examine materials.

### **EVALUATION PROCESS:**

Qualification and Fee Proposals will be evaluated by a selection committee determined by the Purchasing Director and Finance Director. Proposals will be evaluated by the following factors:

Qualifications and Experience	40%
Fee	30%
Governmental Experience	20%
Audit Approach	10%

At any time during the review process the selection committee may require additional information or clarification from proposers. The committee, at their discretion, may also require a proposer to make an oral presentation.

The selection committee anticipates the City Commission to make an award at a City Commission meeting during January 2018.

All qualifications/fee proposals should be mailed to the City of Waycross; Purchasing Director; P. O. Drawer 99; Waycross, Georgia 31502-0099 or hand delivered to City Hall; Purchasing Department; 417 Pendleton Street; Waycross, Georgia 31501 no later than **10:00 a.m., Tuesday, January 9, 2018**. The City of Waycross does not accept late bids. Sealed envelope must be

marked "FY18-14 Audit Service". If necessary, a representative of your firm may be requested to be present at a Work Session to answer questions and give information before the final award of the contract.

The City reserves the right to accept or reject any or all proposal, to waive formalities and technicalities and to make an award in the best interest of the City. Any proposal, which does not include all the required information called for in this RFQ/FP, will be automatically rejected as not being responsive.

Proposers are to submit 1 (one) original and (3 three) copies of their proposal.

All interim and final invoice for services ordered, delivered, and accepted shall be submitted by the auditor to the **City of Waycross, Purchasing Department, PO Drawer 99, Waycross, GA 31502** for approval by the Finance Department prior to payment.

## **CLARIFICATIONS**

For any information concerning this request for proposal or any clarifications as to its contents, contact: Finance Director, Dana Chancey, (912) 287-2964, [dchancey@waycrossga.com](mailto:dchancey@waycrossga.com). All city records, previous audits and financial data will be available for inspection during normal working hours. You are encouraged to visit City Hall for needed information.

## FEE PROPOSAL

We have examined the Request for Qualifications/Fee Proposal and related documents and are familiar with all the conditions surrounding this Request for Qualifications/Fee Proposal, and hereby propose the costs stated below. These costs are to cover all expenses incurred in performing the Work required as defined herein.

We agree that this offer may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred eighty (180) days following such time.

By submitting this proposal, we agree to perform all work as described herein based on the following fee schedule:

Total All-inclusive Maximum price for the June 30, 2018 Audit \$ \_\_\_\_\_

Total All -inclusive Maximum Price for the June 30, 2019 Audit \$ \_\_\_\_\_

Total All-inclusive Maximum Price for the June 30, 2020 Audit \$ \_\_\_\_\_

Total All-inclusive Maximum Price for the June 30, 2021 Audit \$ \_\_\_\_\_

Total All-inclusive Maximum Price for the June 30, 2022 Audit \$ \_\_\_\_\_

The City may require additional auditing services, quote an estimated per hour charge for extra services \$ \_\_\_\_\_.

Number of professional service hours allowed each year without additional cost to the City. \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am entitled to represent the firm, empowered  
(PLEASE PRINT)  
to submit this proposal, and authorized to sign.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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

Firm Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

I hereby certify that I have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal.

Respectfully Submitted:

1. Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Firms FEI Number \_\_\_\_\_

4. Firms Georgia CPA State License Registration Number \_\_\_\_\_

5. Type of Accounting Practice

a. \_\_\_\_\_ Individual

b. \_\_\_\_\_ Partnership

c. \_\_\_\_\_ Corporation \_\_\_\_\_ State where incorporated