

CITY OF SAMPLE

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

ADDRESS
SAMPLE, Texas Zip

CITY OF SAMPLE

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

- I. INTRODUCTION
 - A. General Information
 - B. Term of Engagement
 - C. Subcontracting

- II. NATURE OF SERVICES REQUIRED
 - A. General
 - B. Scope of Work to be Performed
 - C. Auditing Standards to be Followed
 - D. Reports to be Issued
 - E. Special Considerations
 - F. Working Paper Retention and Access to Working Papers

- III. DESCRIPTION OF THE GOVERNMENT
 - A. Name of Contact Person
 - B. Background Information
 - C. Budgetary Basis of Accounting
 - D. Fund Structure
 - E. Pension Plans
 - F. Component Units
 - G. Joint Ventures
 - H. Magnitude of Finance Operations
 - I. Computer Systems
 - J. Internal Audit Functions
 - K. Federal and State Financial Assistance

- IV. TIME REQUIREMENTS
 - A. Proposal Calendar
 - B. Date Audit May Commence
 - C. Schedule for the 2008 Fiscal Year Audit
 - 1. Detailed Audit Plan
 - 2. Interim Work
 - 3. Fieldwork
 - 4. Draft Reports
 - 5. Conference with City Administrator
 - 6. Conference with the Audit Committee
 - 7. File report with GFOA

 - D. Entrance Conferences, Progress Reporting and Exit Conferences

TABLE OF CONTENTS - PAGE 2

- V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION
 - A. Finance Department and Clerical Assistance
 - B. Statements and Schedules to be prepared by City Staff
 - C. Work Area, Telephone, Photocopying and Fax Machines
 - D. Report Preparation

- VI. PROPOSAL REQUIREMENTS
 - A. General Requirements
 - 1. Inquiries
 - 2. Submission of Proposals

 - B. Technical Proposal
 - 1. General Requirements
 - 2. Independence
 - 3. License to Practice in TEXAS
 - 4. Firm Qualifications and Experience
 - 5. Partner, Supervisory and Staff Qualifications and Experience
 - 6. Prior Engagements with the City
 - 7. Similar Engagements with Other Government Entities
 - 8. Specific Audit Approach
 - 9. Identification of Anticipated Potential Audit Problems
 - 10. Report Format

 - C. Sealed Dollar Cost Bid
 - 1. Total All-Inclusive Not to Exceed Fee
 - 2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
 - 3. Out-of-pocket Expenses in the Total All-inclusive Not to Exceed Fee and Reimbursement Rates
 - 4. Rates for Additional Professional Services
 - 5. Manner of Payment

- VII. EVALUATION PROCEDURES
 - A. Audit Selection Team
 - B. Review of Proposals
 - C. Evaluation Criteria
 - 1. Mandatory Elements
 - 2. Technical Quality
 - 3. Price

 - D. Oral Presentations
 - E. Final Selection
 - F. Right to Reject Proposals

TABLE OF CONTENTS - PAGE 3

APPENDIX

A. Part 1 -Guarantees and Warranties

Part 2 - Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Not to Exceed Fee

**CITY OF SAMPLE
REQUEST FOR PROPOSALS**

I. INTRODUCTION

A. General Information

The City of SAMPLE is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2008, 2009 and 2010, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years based on satisfactory performance. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the Single Audit Act Amendments of 1996, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, as well as the following additional requirements: examination for compliance with procedures established by Charter, Ordinance or, where applicable, State and Federal Laws or regulations, including Texas Code of Criminal Procedures.

There is no expressed or implied obligation for the City of SAMPLE to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed to Contact Name, Controller at PHONE or Contact Name 2, Senior Accountant at PHONE.

To be considered, an original and five copies of the responses to the proposal should be addressed to NAME, Purchasing Manager, at ADDRESS, SAMPLE, TX Zip by TIME on DUE DATE. Proposals received after this time will not be considered and will be returned to the proposer unopened. The City of SAMPLE reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by the Finance Department staff and reviewed with the City's Audit Committee. The Audit Committee consists of three members of the City Council, two citizens, the City Administrator, the Director of Finance, and the Controller.

During the evaluation process, the City of SAMPLE reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of SAMPLE reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of SAMPLE and the firm selected.

It is anticipated the SAMPLE City Council will award the contract for audit services on September 25, 2008 or as soon thereafter as possible.

B. Term of Engagement

A five year contract is contemplated, subject to satisfactory performance, the satisfactory negotiation of terms (including a price acceptable to both the City of SAMPLE and the selected firm), the concurrence of the City Council and the annual availability of an appropriation.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City of SAMPLE.

II. NATURE OF SERVICES REQUIRED

A. General

The City of SAMPLE is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2008, 2009, and 2010, with the option to audit the City of SAMPLE's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of SAMPLE desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The City of SAMPLE also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. 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 the combining and individual fund financial statements and schedules. The auditor is not required to audit introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided for under this section. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audits or reviews from whomever they choose.

C. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

Generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as the following additional requirements: examination for compliance with procedures established by City Charter, City Ordinance or, where applicable, State and Federal Laws or regulations, including the Texas Code of Criminal Procedures.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles including an opinion of the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report of compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The reports on compliance shall include all material instances of noncompliance. All non-material instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Director of Finance and the Audit Committee.

Reporting to the Audit Committee. The auditor shall inform the City's Audit Committee of each of the following:

1. The Auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

The City of SAMPLE will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City of SAMPLE to meet the requirements of that program.

The City of SAMPLE currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

The schedule of federal and state financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the CAFR, but are to be issued separately.

The auditors shall observe the adequacy of the systems of internal control. If weaknesses are noted, appropriate findings and recommendations should be reviewed with the Director of Finance and the City Administrator with final inclusion in a separate letter to the Audit Committee.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of SAMPLE of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

City of SAMPLE

Federal Grant Agencies and Other Federal Agencies

State of Texas Grant Agencies and Other State of Texas Agencies

Auditors of entities of which the City of SAMPLE is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name of Contact Person

The auditor's principal contact with the City of SAMPLE will be Contact Name, Controller, or a designated representative, who will coordinate the assistance to be provided by the City of SAMPLE to the auditor.

B. Background Information

The City of SAMPLE serves an area of 53 square miles with an approximate population of 68,000. The City of SAMPLE's fiscal year begins on October 1st and ends on September 30th. The City has received the Certificate of Achievement for Excellence in Financial

Reporting from the Government Finance Officers Association for the past twenty three years.

The City of SAMPLE provides the following services to its citizens: Public Safety (police, fire, and emergency medical services), public works, parks and recreation, community services, water and sewer utilities and general administrative services.

The City of SAMPLE has a total annual payroll of approximately \$20 million covering 525 employees.

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

More detailed information on the government and its finances can be found in the CAFR and Annual Operating Budget which can be obtained by contacting Contact Name at PHONE.

C. Budgetary Basis of Accounting

The City of SAMPLE prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Fund Structure

The City of SAMPLE uses the following fund types in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number with Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	11	9
Debt service funds	1	1
Capital project funds	8	7
Enterprise funds	1	1
Internal Service Funds	1	1

E. Pension Plans

The City of SAMPLE's employees participate in the Texas Municipal Retirement System. In addition, the City's volunteer firemen participate in the State Firemen's Pension Plan.

F. Component Units

The City of SAMPLE is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are included in the City of SAMPLE's financial statements.

The City of SAMPLE has identified the following component units for inclusion in the City's financial statements:

- City of SAMPLE Economic Development Corp.
- Destination SAMPLE Convention and Visitors Corp.
- SAMPLE 4B Industrial Development Corp.

City of SAMPLE Tax Increment Reinvestment Zone #1
 City of SAMPLE Tax Increment Reinvestment Zone #2
 City of SAMPLE Tax Increment Reinvestment Zone #3
 City of SAMPLE Tax Increment Reinvestment Zone #4
 City of SAMPLE Public Improvement District #1
 City of SAMPLE Public Improvement District #2
 City of SAMPLE Public Improvement District #3
 City of SAMPLE Public Improvement District #5

These component units are to be audited as part of the audit of the City of SAMPLE's financial statements.

G. Joint Ventures

The City of SAMPLE does participate in joint ventures with other governments.

H. Magnitude of Finance Operations

The Finance Department is headed by Contact Name, Controller and consists of 10 employees. The principal functions performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u># of Employees</u>
Tax and Centralized Collections	5
Accounts Payable & Payroll	4
Accounting	1

I. Computer Systems

The City's mainframe computer is an IBM AS/400, and its financial and accounting records are maintained on HTE's mainframe application, Government Management and Budgetary Accounting (GMBA)

J. Internal Audit Functions

The City of SAMPLE does not currently have an internal audit function.

K. Federal and State Financial Assistance

The City of SAMPLE periodically receives funding from Federal and State Financial Assistance programs. Areas where funding has been received include Parks and Recreation, Police and Emergency Management. The City of SAMPLE has also received Community Development Block Fund Grants for the past three years.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates, including the date proposals are due to be submitted:

Advertise Request for Proposals	AD DATE
---------------------------------	---------

Due Date for Proposals	DUE DATE
Review by Audit Committee	REVIEW DATE
Award of Contract	AWARD DATE

B. Date Audit May Commence

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel upon mutual agreement.

C. Schedule for the 2008 Fiscal Year Audit

As part of the firm's proposal, please complete a proposed schedule for the 2008 Fiscal Year Audit, similar to the one shown below, with proposed completion dates for each phase. (A similar schedule will be developed for audits for future fiscal years if the City of SAMPLE exercises its option for additional audits).

1. Detailed Audit Plan – to include list of required information and schedules to be prepared by client.
2. Interim Work
3. Fieldwork
4. Draft Reports - Drafts of the audit report and recommendations to management to be available for review by the Controller and the Director of Finance.
5. Conference with the City Administrator
6. Conference with the Audit Committee
7. File report with GFOA

D. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits for future fiscal years if the City of SAMPLE exercises its option for additional audits).

At a minimum, the following conferences should be held:

Entrance conference with Finance Dept	Prior to Interim Work
The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.	

Progress Conference with Finance Dept	Completion of Interim Work
The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested and discuss the year-end audit work to be performed.	

Entrance conference with Finance Dept	Start of Field Work
Exit conference with Finance Dept	Conclusion of Field Work

The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

Exit conference with Audit Committee

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The Finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of City.

B. Statements and Schedules to be prepared by City Staff.

The Accounting staff will prepare the necessary schedules normally required for the annual audit. All schedules to be prepared by the City must be submitted, by written list, to the City three weeks prior to interim field work along with adequate explanatory detail as to the purpose of the schedules as well as the method of preparing the schedules. Most schedules will be prepared in Excel format by the Finance Department.

C. Work Area, Telephones, Photocopying and FAX Machines

The City of SAMPLE will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone, photocopying facilities and FAX machines.

C. Report Preparation

Preparation of the CAFR, editing, proofing, and printing shall be the responsibility of the auditor. The Auditor will prepare and provide 30 copies of the CAFR and 20 copies of a separate Single Audit Report.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Contact Name, Controller
email@citysite.com
phone

or

Contact Name 2
email2@citysite.com
phone

Address
SAMPLE, TX Zip

CONTACT WITH PERSONNEL OF THE CITY OF SAMPLE OTHER THAN THE ABOVE NAMED OFFICIALS REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received by TIME on DUE DATE for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and five (5) copies to include the following:
 - i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
 - ii. Table of Contents

Include a clear identification of the material by section and by page number.
 - iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period stated. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.
 - iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
 - v. Executed copies of Proposer Guarantees and Warranties, in the format as attached to this request for proposal (Appendix A, Part 1)
- b. The proposer shall submit an original (so marked) and five (5) copies of a dollar cost bid in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID
PROPOSAL
FOR
CITY OF SAMPLE
FOR
PROFESSIONAL AUDITING SERVICES
[DATE]

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Name, Title
CITY OF SAMPLE
Address.
SAMPLE, TX Zip

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of SAMPLE as defined by generally accepted auditing standards (GAAS) and General Accounting Office's Government Auditing Standards (GAGAS).

The firm also should provide an affirmative statement that it is independent of all of the component units of the City of SAMPLE as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of SAMPLE or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of SAMPLE written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in TEXAS

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in TEXAS.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed. Also, state the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Texas. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement would be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the City of SAMPLE's commitment to diversity.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of SAMPLE. However, in either case, the City of SAMPLE retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of SAMPLE, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most

significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City of SAMPLE's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of SAMPLE.

C. Dollar Cost Bid

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive not to exceed fee to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of SAMPLE will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal. The dollar cost bid should include the following

information:

A Total All-Inclusive Not to Exceed Fee for auditing services for each of the fiscal years ending September 2008, 2009, and 2010. Identify the fee for out-of-pocket expenses, if any, separately from the fee for audit services.

Rates by Partner, Specialist, Supervisory and Staff Level Times and Hours Anticipated for Each.

Rates for Additional Professional Services

VII. EVALUATION PROCEDURES

A. Audit Selection Team

Proposals submitted will be evaluated by appropriate City staff to include but not be limited to the Director of Finance, Controller, Senior Accountant, with a further review by the Audit Committee.

B. Review of Proposals

A point formula will be used during the review process to score proposals. Each City staff reviewer will first score each technical proposal by each of the criteria described in Section VII C below. The staff reviewers will meet to review and discuss these evaluations and combine the individual scores to arrive at a composite technical score for each firm. The top 3 firms will be presented to the Audit Committee for final review and consideration. After review with the Committee, these firms will then have their sealed dollar cost fee opened and additional points will be added to their technical score based on the price fee. The maximum score for price will be assigned to the firm offering the lowest total all inclusive not to exceed fee. Appropriate fractional scores will be assigned to the other proposers.

The City of SAMPLE reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in TEXAS
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of SAMPLE
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

- e. The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years to meet the Government Audit Standards.
- f. The firm has prepared two or more CAFRs, which have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting in each of the past 2 years.

2. Technical Quality: (Maximum Points - 80)

- a. Expertise and Experience - 50
 - i. The firm's past experience and performance on comparable government engagements - 15
 - ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation – 10
 - iii. The firm's past experience with similar federal and state grant programs and performance of Single Audits and tests of compliance with laws and regulations – 5
 - iv. The firm's past experience with the GFOA Certificate of Achievement for Excellence in Financial Reporting Program – 10
 - v. The firm's ability to perform additional services and provide technical support throughout the year, including assistance to the City in interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, any opportunities available to provide training on current issues or governmental auditing and accounting in general - 10
- b. Audit Approach - 30
 - i. Comprehensiveness of audit work plan - 10
 - ii. Adequacy of proposed staffing plan for various segments of the engagement - 5
 - iii. Adequacy of sampling techniques and analytical procedures – 5
 - iv. Adequacy of study and evaluation of internal accounting and administrative controls – 5
 - v. Adequacy of audit plan for electronic data processing function - 5

3. Price: (Maximum Points - 20)

As provided by the State Board of Public Accountancy rules, the contract award will not necessarily be made to the firm that provides the lowest cost proposal but to the firm whose proposal and experience best meets the City's requirements. COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City Council will select a firm based upon the recommendation of staff and the Audit Committee. The City reserves the right to conduct pre-contract negotiations with the most successful proposer.

It is anticipated that a firm will be selected by AWARD DATE. Following notification of the firm selected, it is expected a contract will be executed between both parties by ENGAGEMENT DATE.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of SAMPLE and the firm selected.

The City of SAMPLE reserves the right without prejudice to reject any or all proposals, and at its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City further reserves the right to reject all proposals and seek new proposals when such procedure is reasonable and in the best interest of the City.

APPENDIX A

FOR YEARS ENDING SEPTEMBER 30, 2008, 2009, AND 2010

Part 1 – Guarantees and Warranties

GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of SAMPLE.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name(typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX A, CONTINUED

FOR YEARS ENDING SEPTEMBER 30, 2008, 2009, AND 2010

Part 2 – Annual Not To Exceed Fee for the completion of the base financial audit, as outlined and described in Section II, B, C and D.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal Part 2				_____
Out-of-pocket expenses:				_____
Meals and lodging				_____
Transportation				_____
Total for services described in Section II E of the RFP				
Other (specify):	_____			_____
Other (specify):	_____			_____
Other (specify):	_____			_____
Total for Part 2 – (annual all-inclusive Not To Exceed Fee)				\$ _____