

REQUEST FOR PROPOSAL

October 21, 2021

To Prospective CPA Municipal Auditing Firms:

The City of Shady Cove, Oregon, is requesting proposals for audit services as required by ORS 297.425.

Proposals and Award Schedule

- November 12 4:00 pm: Proposals Due
- December 2 Contract awarded by City Council
- Jan 2 Contract executed between City and audit firm

- ****The Proposal is to be presented to the City Administrator in a sealed envelope and marked "PROPOSAL FOR AUDIT SERVICES FOR THE CITY OF SHADY COVE, OREGON".***

- ***Sealed bids will be accepted until 4:00 p.m., November 12, at the Shady Cove City Hall, P.O. Box 1210, 22451 Hwy 62, Shady Cove, Oregon 97539.***

City Overview

The City of Shady Cove, Jackson County, Oregon, operates under a Council-Manager form of government, and provides the following programs: (1) Contract Law Enforcement, (2) Planning and Building (3) Parks, (4) Public works; streets (5) Administration, (6) Contract sewer services ; RVSS.

Control of the City is vested in its Mayor and Council members who are elected to office by voters within the City. The Chief Administrative Officer is the City Administrator.

The current municipal population is 3105. The City employs 5 employees.

Past budgets are available online at ShadyCove.org.

The City uses Caselle for its Financial software and Utility Billing software.

The Finance Department staff will complete and balance all accounts at year-end. The City will furnish the following information and work papers in conjunction with the audit engagement:

1. Year-end reports with year-to-date totals summarizing all transactions for each line item within each fund. Included also is a year-to-date general ledger detailing all transactions for each fund. Detail by source of transactions for each line item is available electronically through the data processing system.

2. Bank and cash reconciliation of all City bank accounts.

3. Reconciled records of all balance sheet accounts as well as interest income, assessments, utility billing, payroll, accounts payable/receivable; schedules of debt, notes receivable, taxes receivable, transfers, grants, and inter-fund liabilities as of June 30 of each fiscal year.
4. List of fixed assets added/deleted and reconciled for GAAP accounting purposes.
5. Management Discussion and Analysis (MD&A), basic financial statements, notes to basic financial statements, and all supplementary information.

Contracting Parties

Proposals should be addressed:

Thomas J. Corrigan
City of Shady Cove
PO Box 1210
Shady Cove, Oregon, 97539
TCorrigan@ShadyCove.org
541-878-3757

Please provide the name and address of your firm's primary contact person in your proposal.

Scope of Services-Section I

Basic Financial Services. The firm ("the Auditor") selected will provide an audit of the financial records, on an individual fund basis, in accordance with Generally Accepted Auditing Standards and the Minimum Standards as defined in ORS 297.

The Auditor will schedule the annual fieldwork associated with the engagement beginning after July 31, each year. The Finance Department staff will be ready for audit field work by September 30; and expects a two-month completion date of the audit document from the date the field work is completed and is expected that the final completed audit document will be presented to the City Council at their second council meeting in December of each year. Certain preliminary fieldwork is expected and may be performed prior to end of year for each annual audit.

The Auditor will draft the financial statements for the City. Management will review the financial statements and take responsibility for such financial statements.

All working papers beyond those prepared by the City in the normal process of fiscal closing will be the responsibility of the Auditor. Auditor will annually provide the City with copies (electronic is acceptable) of final work papers prior to final payment. As much as possible, all work of the City staff and the sharing of work papers and documents will be provided and shared electronically.

As part of the contract, the Auditor will provide the City with 15 bound copies, 1 unbound copy and 1 electronic copy of the audit report.

The Auditor shall advise on the interpretation of, and assist with implementation on request, with the application of applicable GASB standards.

Minimum Requirements of Proposal-Section II

At a minimum, the proposal should include:

1. Current certification by the State of Oregon to conduct Municipal Audits.
2. A three year fee proposal that includes all out of pocket expenses.
3. A professional biography of the individual from your firm in charge of our audit engagement indicating certification, years of service with firm, and professional experience relative to the engagement. Similarly, with all other professional staff assigned to the engagement.
4. Information concerning your policy with reference to the continuity of staffing our engagement and the City's right to request revision of your proposed staffing for any of the audit periods over the term of the contract.
5. A description of your policies and practices regarding provision of advice and recommendations concerning financial policies, practices and internal controls; as well as a brief description of the kind of relationship you expect to have with the City Council.
6. A minimum of three examples of Management letters presented to municipal clients in the last three years.

Contents of Proposal-Section III

Proposals shall contain sufficient information for the City to determine which firm will be selected to furnish the services that are contemplated by this RFP. The proposal should contain at least the following information:

1. The firm's name, address and telephone number.
2. The number of years the firm has been in business.
3. The names of the officers, principals and key employees of the firm (the project team) who will be responsible for implementing the proposal, with a description of each person's experience in performing the type of services covered by this RFP.
4. A list of all public bodies for which the firm has provided services within the last three years.
5. The cost of the services to be provided; including all reports, documents and other tangible items required to be provided.
6. The firm's suggested audit contract.

7. Constraints that could affect the firm's ability to perform services promptly and efficiently.
8. The name and addresses of any and all clients of the firm who have made claims against the firm within the last five years, alleging that the firm breached a contract for services or were negligent in performance of services. Describe the nature and current status of the claims. Claims should be fully disclosed regardless of whether they involved litigation, arbitration, or other formal dispute resolution process. The disclosures required under this provision also apply to any business with which the principals or officers of the firm were associated during the last five years.
9. The proposal shall include a schedule for performing services, and identify any contingencies that could affect timely performance.
10. The proposal shall state whether the firm is capable of performing all services described in Scope of Services section and other services recommended in the proposal.
11. The proposal shall include all of the information required to be submitted under Section II.
12. Information regarding other services outside the scope of the audit available from the firm and applicable hourly charges for varying levels of expertise.

Submission of Proposals Section IV

In order to be considered, two copies of the proposal, in a sealed envelope, must be delivered to the address specified before the time and date specified above. Firms who mail proposals should allow mail delivery time to ensure timely receipt of their proposals. Proposals received after the specified time and date cannot be considered, and will be returned unopened to the firm.

Proposals shall be submitted in sealed packages or envelopes and insets shall be clearly identified on the exterior of the envelope or package as noted above.

The City will not pay for any costs incurred by firms in the preparation, submission and presentation of their proposals.

Proposal received in response to this RFP will be opened at the time and date specified. Firms who wish to be present at the time will be informed of the number and names of firms. No other information will be made available at that time.

Withdrawal of Proposals. Any proposal may be withdrawn by delivering a written request to the City Treasurer at any time prior to the time set for opening proposals. The request shall be executed by a duly authorized representative of the firm.

Evaluation of Proposals Section V

Proposals will be evaluated by the City Administrator and the Finance Department and presented to the City Council.

Proposals which do not contain all information required by this RFP or are otherwise non-responsive may be rejected immediately.

The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that the waiver is in the best interest of the City.

The City may request supplemental written information from a firm concerning the firm's ability to perform the services. If a firm fails to provide supplemental information within the time stated in the request, the City may refuse to consider the firm's proposal.

The City *may* request an interview with selected firms.

If a proposal is unclear, or appears inadequate, the firm may be given an opportunity in the interview to explain how the proposal complies with this RFP. The City reserves the right to make such investigation it deems appropriate to determine whether a firm is qualified to provide the services. If a firm fails to cooperate with an investigation, or if a firm provides false, misleading or incomplete information, the City may refuse to consider the firm's proposal.

In cases of doubt or differences of opinion concerning the interpretation of the RFP, the City reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

The total points awarded to each proposal will be tabulated and the firms shall be ranked accordingly. A contract with the firm deemed to be most qualified will then be negotiated. If negotiations with the firm who is ranked highest are unsuccessful, the City may proceed to the next most qualified, and so on, until a contract is successfully negotiated.

The firm selected by the City and all other firms will be notified of the City's selection. Final award will depend upon the execution of an acceptable contract. Award of the contract may be withdrawn if the contract is not signed by the date specified in the schedule of events.

This RFP, proposals submitted by firms and all documents pertaining to the award of a contract are public records and shall be open to public inspection, except for information that the City determines to be exempt from disclosure under ORS 192.501 or 192.502. Any firm may review documents at the office of the City Administrator any time after the contractor is selected.

