

City of Culver
Request for Proposal - Audit Services
Fiscal Year 2023-24

PURPOSE OF RFP: The City of Culver Oregon, a Municipal Corporation, solicits proposals from qualified Certified Public Accountants for annual audit services as required by ORS 297.425.

SCHEDULE OF EVENTS:

PROPOSAL SUBMISSION DEADLINE: Proposal must be received by March 31, 2024

TIMELINE Selection Process Completed: April 30, 2024. Board Approval, May 20, 2024; Contract Signed May 31, 2024.

SCOPE OF SERVICES: The firm selected will provide as part of the contract the audit services outlined in Section I of this document.

MINIMUM QUALIFICATIONS OF OFFERORS: Respondents to the request shall provide at a minimum those items disclosed in Section II of this document.

CONTACT FOR COPY OF RFP: Donna McCormack, Ph. (541) 546-6494 Email: cityhall@cityofculver.net

SUBMISSION OF PROPOSAL: Two copies of your proposal, in a sealed envelope, must be delivered before March 29, 2024 (5:00 p.m.). Faxes and email submissions will not be accepted. Please include on the envelope: "PROPOSAL FOR AUDIT SERVICES FOR THE CITY OF CULVER, OREGON". CITY OF CULVER Mailing: PO BOX 368, Culver, Oregon 97734 For Hand Delivery: Culver City Hall, 200 First Ave, Culver, Oregon 97734 Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday.

The City of Culver, Oregon invites proposals from qualified independent Certified Public Accounting firms for annual audit services as required by ORS 297.425, OAR 16210-000 through 330, and other applicable statutes.

The audit services consist of auditing the City's financial statements for the next three years beginning with the fiscal year ending June 30, 2024. Appointment of the independent auditor will be determined by the respondent's experience, services provided and the cost of such services.

The City's objective is to select the firm best qualified to:

1. Examine, audit, and express an opinion on the City's financial statements.
2. If required, be able to perform "single audit" covering the City's Federal grants-in-aid as required by the Uniform Single Audit Act of 1984 and OMB Circular A-133.
3. Provide management letter.
4. Provide technical assistance to City personnel on various accounting and reporting questions, including GASB pronouncements, GAAP updates and changes in federal and state laws affecting the city.

CITY BACKGROUND

The City of Culver is a municipal corporation in Jefferson County Oregon. The City provides a full range of municipal services either by staff or contracts, including, wastewater, parks and street maintenance, street lighting, planning and development and general administration.

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The governance of the City is vested in the City Council. The Council is composed of six elected members, and a Mayor. The City Recorder is appointed by the Council and is responsible for all city functions. The City Recorder maintains all financial records.

The City employs 2 full-time staff members and 5 part-time employees.

The total budget for the City of Culver's five funds for FY 2023-24 is approximately \$7,012,655 including fund balances and transfers.

AUDITING STANDARDS TO BE FOLLOWED

The firm selected will provide an examination of the financial records of the City, on a cash fund basis, in accordance with Generally Accepted Accounting Principles, and the Minimum Standards for Audits of Oregon Municipal Corporations. The City's Comprehensive Annual Financial Report (CAFR) is to be prepared by City staff with the assistance of auditing staff, in full compliance with the pronouncements of the Governmental Accounting Standards Board (GASB) and/or the Financial Accounting Standards Board (FASB) as appropriate.

The auditor's opinion will be directed toward the fairness of presentation of the financial statements in accordance with GAAP. The auditor will also provide compliance reports as required by Federal and State laws.

SECTION I – SCOPE OF SERVICES

The scope of the audit should be planned to preclude the necessity of exceptions arising from scope limitations and should be sufficient to enable the auditor to issue management letters.

Meetings and Progress Reports:

1. Pre-audit conference(s) with City management and accounting staff will be held each year to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. A written list of information to be provided by the City staff to the auditors should be provided at this time.
2. Progress report meetings will be held with key audit firm personnel and City financial management staff at regular intervals mutually agreed upon.
3. Post audit conferences will be held with key audit firm personnel and City management at a mutually agreeable date.
4. Audit firm management will present the financial report and management letter to the Council at the completion of the audit.

Reports Required The following reports are expected at the completion of the audit:

- A. Comprehensive Annual Financial Report (CAFR) of the City of Culver, including Independent Auditor's Report and Audit Comments & Disclosures Required by State Regulations.
- B. Management Letter per Financial Report
- C. The engagement should include recommendations to management, prepared by the audit firm in letter format, which include any findings, observations, opinions, comments, or recommendations relating to internal control, accounting systems, compliance with laws, rules and regulations, or any

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other matters that come to the attention of the auditor during the examination. The recommendations will be discussed with appropriate City officials prior to publication. Technical Assistance As part of the overall audit contract, the City expects to receive from the audit firm a variety of technical assistance throughout the year. This assistance would include answers to accounting, reporting, or internal control questions. Additional Services Proposals should contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned. In addition, the audit firm may be requested to perform special projects for the City during the year. Because of variations in the demand for additional services, such work will be contracted for, provided, and billed separately to the City on an hourly basis. Proposals should describe the types of services available from the firm, the professionals who would provide them and the standard hourly fees to be charged for such services.

SECTION II – PROPOSAL REQUIREMENTS Mandatory Requirement The audit firm must be properly licensed for public practice as an independent auditor and qualified as a municipal auditor in the State of Oregon.

Proposal Information

Please respond to the items listed below:

1. Provide a detailed description of your audit approach and work product delivered on similar engagements including potential dates for onsite work.
2. Explain how you would propose to use City personnel to assist you during the audit and indicate the approximate time requirement.
3. Describe the procedures followed in the technical review of audit reports prior to their issuance by qualified personnel independent of the audit engagement personnel.
4. Describe your firm’s experience or knowledge of GASB pronouncements, which will help the City’s compliance with GASB requirements.
5. Identify the local office partners, manager and/or key staff members who would be assigned to the audit for the three-year period. Describe their roles and provide a brief description of their professional experience, including experience in governmental auditing. Specifically address the level of audit field staff, review staff and management continuity that the City may reasonably expect.
6. Describe your policies and practices regarding provision of advice and recommendations concerning financial policies, practices, and internal controls.
7. Provide three current municipal auditing clients as references, comparable to the City of Culver. Include a contact person at the client site. References must be willing to be contacted directly by City staff.
8. Submit one sample of a management report that you have recently issued covering an audit that has similar services and comparative size to the City.
9. Provide any other information that supports the scope of services to be provided as set forth in Section I.

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Cost Evaluation

The evaluation of the proposed fees of all qualifying proposals will be based upon the responses to the two areas listed below. The City Council will consider the overall cost and the proposed audit hours. These factors are important in evaluating the reasonableness of the fee and the respondent's understanding of the audit time requirements.

1. A detailed fixed-fee schedule (including out-of-pocket expenses) for auditing services for each year of the three-year contract. Identify the estimated number of hours each audit firm employee is expected to spend annually on the engagement.
2. Provide your firm's billing rates for all applicable classifications of professional personnel, as the City may require additional billable services. Discuss the method used in charging for any special requests, reports or broadening of the scope of services.
3. Please identify what additional "first time through" hours and costs, if any, that may be required of your firm and the City staff.

SECTION III – EVALUATION OF PROPOSALS

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the City. After meeting mandatory requirements listed above, proposals will be evaluated on the following factors:

- Quality and comprehensiveness of audit approach.
- Experience and knowledge with GASB reporting requirements.
- Qualifications and experience of the firm and the members assigned to the City engagement.
- Ability to provide a comprehensive range of auditing and financial services.
- References and experience. Audit services costs. At the discretion of the selection committee, finalists may be invited to an oral interview.

SECTION IV – PROPOSAL SUBMISSION

You may ask questions about this RFP by calling the City Recorder as listed on page 1 of this RFP. Information provided to any proposer will be placed in e-mail format and forwarded to all proposers. To be considered, 2 copies of your proposal in a sealed envelope must be delivered by the due date and at the address listed on page 1 of this RFP. Proposals received after the specified time and date cannot be considered and will be returned unopened.