

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 1, 2008 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZE ADVERTISEMENT FOR REQUEST FOR PROPOSALS — ANNUAL FINANCIAL AUDIT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHEILA A. LINDBERG FINANCE DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing a Request for Proposals (RFP) for the Annual Financial Statements for the City, Annual Financial Audit for the City and the Quarterly and Annual Keno Audit.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

Orizon has been the City's Auditors since the fiscal year 2005. The City has just concluded a three-year audit contract with Orizon, which was awarded in 2005. While the City has been satisfied with Orizon, best audit practice recommends that a City go out to bid every three or four years.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR AUDIT SERVICES.

WHEREAS, the City has determined that it is desirable to take proposals for the City's Annual Financial Statements, the City's Annual Financial Audit and the City's Quarterly and Annual Keno Audit; and

WHEREAS, the Finance Director have prepared specifications for the request for proposals.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertisement for request for proposals and the City Clerk is hereby authorized to advertise for the proposals in accordance with the specifications prepared by the Finance Director, and said sealed proposals are to be opened publicly at 12:00 p.m. May 16, 2008, at City Hall, 8116 Park View Boulevard, La Vista, Nebraska, 68128.

Publish Notice	April 10, 2008
Open Bids	May 16, 2008
City Council Award Contract	on or about June 3, 2008

PASSED AND APPROVED THIS 1ST DAY OF APRIL, 2008.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

REQUEST FOR PROPOSALS
ANNUAL FINANCIAL AUDIT
CITY OF LA VISTA, NEBRASKA

Advertisement of Bids:	April 10, 2008
Bid Opening:	Friday, May 16, 2008 La Vista City Council Chambers 8116 Park View Boulevard 12:00 p.m.
Award of Contract:	On or about June 3, 2008

Sealed proposals will be received until 12:00 p.m. local time on May 16, 2008, at the La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska. Bids received after this time will not be accepted. This RFP is issued by the City of La Vista. All correspondence, questions and additional information regarding this RFP must be presented in writing and addressed City of La Vista, Attn: City Clerk Pam Buethe, 8116 Park View Boulevard, La Vista, Nebraska, 68128, or electronically to pbuethe@ci.la-vista.ne.us. Bids should be addressed as follows:

City of La Vista — **Sealed Proposal for Financial Audit**
Attn: City Clerk
8116 Park View Boulevard
La Vista, NE 68128-2198

The City of La Vista reserves the right to reject any and all bids and to waive informalities or irregularities in the bidding or any bid, and at any time to negotiate with the various bidders or any of them when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of a bid.

As required by State law, the Bidder shall not discriminate against any employee or applicant for employment, to be employed in the performance of the work described herein, with respect to their hire, tenure, terms, conditions, or privileges of employment, based on their race color, religion, sex, disability, or national origin.

The City of La Vista is seeking a qualified firm(s) to submit proposals for:

1. City of La Vista Financial Statements.
2. City of La Vista Annual Financial Audit.
3. City of La Vista Quarterly and Annual Keno Audit.

Proposals will be accepted from a firm for any or all audits and/or financial statements. Each of the enumerated types of work must be separately priced.

Proposals will be accepted for more than one of the audits only if each audit is priced separately.

Proposals will be guaranteed through July 1, 2008.

This request for proposal is a request for personal services to be provided by the successful bidder; and none of the work shall be performed by any other person or entity pursuant to subcontract or any other arrangement. These specifications and the successful bidder's proposal shall be deemed to be and become a part of any contract entered between the successful bidder and City related to the subject matter hereof.

1. SPECIFIC REQUIREMENTS

1. The City of La Vista reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. Original and one copy of the enclosed contract should be completed and manually signed by an authorized partner of the firm submitting the proposal, indicating the firm's agreement to be bound if any part of the work is awarded to the firm.
4. The audit should be in accordance with the following:

Generally accepted auditing standards

The standards for financial audits contained in Government Auditing Standards

The Single Audit Act of 1984

OMB Circular A-128

AICPA Audit Guide, Audits of State and Local Governments

GASB 34

All applicable laws, rules and regulations

5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.

6. The audit reports should conform to any sample reports issued by the State Auditor's Office and/or any existing AICPA Audit Guides and the requirements of the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments, and GASB 34.
7. The audit report should include a management letter, if appropriate, which includes recommendations affecting the financial statements, internal control, accounting systems and legality of actions.
8. Bound copies of the report, including the management letter, will be required to be typed and reproduced by the firm accepting the contract in a quantity sufficient to meet the needs of the City of La Vista. A minimum of twenty (20) copies of the annual audit will be required.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, it is requested that the proposals include the following items and be organized in a manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved shall be submitted and should be no more than two pages. It should clearly set forth the local address of the office to be performing the work, the telephone number and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information requested to be contained in the proposal.

C. Profile of Firm Proposing

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration and permit requirements to engage in the practice of public accounting within the State of Nebraska.

3. Describe the local office from which the work is to be performed.
 - a. Location of office.
 - b. Current size of the office.
 - c. The size of professional staff by level, such as partner, manager, and supervisor, senior and other professional staff.
 - d. State the number of CPA's in the office.
4. Any other relevant information required to describe the office which will be performing the work.
5. Amount and type of professional liability insurance coverage the firm will maintain while the work is being performed. The firm agrees to provide City a certificate of said insurance upon request.

D. Qualifications

1. Describe the recent local office auditing experience in similar types of audits and financial statement preparation to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. Provide a list all state, municipal or other public bodies or agencies in Nebraska or Iowa for which you have performed similar work in the past three years, and for each entry, describe the work performed and contact person.
2. Include resumes and roles of all key professional members who will be assigned to the audit or financial statement preparation. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession and with the firm.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in state and local governmental accounting and auditing during the last two years.
 - d. A statement as to whether the individual is independent, as defined by applicable auditing standards.

3. Describe the firm's policy on notification of changes in key personnel anticipated to be assigned to the audit.
4. A listing of, or the number of, professionals in the local office who are experienced in state and local governmental auditing with whom the audit team may consult.
5. Briefly describe the firm's system of quality control to ensure that the audit is adequately performed.
6. State whether the firm is in compliance with the training and peer review requirements of the Government Auditing Standards.

E. Scope of Services and Proposed Project Schedule

Briefly describe your understanding of the scope of services to be provided.

Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. This proposal should include the approximate dates you would perform internal procedures, year end field work, office review and report preparation and the latest delivery date of the final report.

F. Fees and Compensation

Provide the following information:

1. Estimated total hours by staff classification
2. Estimated out-of-pocket expenses
3. The hourly rate by staff classification
4. The hourly rate for bookkeeping
5. The all-inclusive maximum fee and out-of-pocket expenses which will not be exceeded
6. The frequency and timing of your billing process.

III. AWARD OF CONTRACT

Basis of Awarding a Contract. Proposals will be evaluated as to their content and any other information that the City considers relevant to these specifications or the work to be performed, including the City's assessment of the bidder's:

1. Compliance with this RFP
2. Professional Qualifications
3. Resources and Capacity to Timely and Competently Perform the Work
4. Past Involvement with Similar Projects
5. Fee Proposal/Structure