

REQUEST FOR PROPOSALS FOR AUDIT SERVICES FOR THE CITY OF WEST ORANGE, TEXAS

The City of West Orange, Texas is accepting proposals for an independent audit for the fiscal year ending September 30, 2017, as well as the possibility of extending this contract for the fiscal years ending September 30, 2018 and September 30, 2019. Individual fees for each year are to be specified. Ten (10) copies of the proposal should be submitted by 9:00 A.M., Monday, July 3, 2017 to:

City of West Orange
Attn: City Secretary
2700 Western Avenue
West Orange, Texas 77630

These proposals will be publicly opened and referred to Committee for evaluation. Contract for services will be awarded at a later date.

West Orange is a home rule municipality of approximately 3,443 people, has an operating budget for FY 2017 of \$3,723,974, and is a limited service city with the following departments: Administration, Fire Marshal, Humane, Street, Sanitation, Police, Municipal Court, Parks and a Volunteer Fire Department.

Scope of service:

1. Completion of audit in compliance with the latest GASB methods.
2. Completion of audit in compliance with all Local, State and Federal requirements.
3. Completion of Single Audit Report if required.
4. Audit must qualify for "Certificate of Achievement for Excellence in Financial Reporting" issued by GFOA.
5. Final Audit and CAFR to be complete by 02/28/2018 with all adjusting journal entries submitted by 12/20/17.
6. Delivery to the City, by delivery date, fifteen (15) copies of the auditor's opinion letter.
7. Delivery to the City, by delivery date, fifteen (15) copies of the CAFR;
8. Delivery to the City, by delivery date, fifteen (15) copies of the Single Audit Report (if required).
9. Delivery to the City, by delivery date, responses to GFOA comments from prior year.
10. Emailed to the City Secretary, by delivery date, one .pdf copy of each of the above reports, as well as a copy of all groupings schedules and working papers.

General Requirements:

1. The selected firm should be of a size and have adequate personnel to perform the audit in the required time.
2. The selected firm will supply its own computer and word processing equipment and personnel.
3. Original files will NOT be removed from City Hall. Examination of these documents must be done on-site.
4. The selected firm should submit references of public entities they have successfully audited.
5. The proposal should show proof of liability insurance.
6. The proposal should show that at least one CPA in the firm has completed twenty-four (24) hours in Governmental Auditing continuing education in the last two (2) years.
7. The proposal should list the qualification of each officer or accountant who will be assigned to the project.
8. Proposal should include a statement of independence from the City of West Orange.

Time and Fee Estimate:

1. Estimate should be as near as possible to what actual cost will be. A maximum of 10% above estimated cost may be paid for verifiable cause shown. Bid should include the Single Audit Report as a separate line item, as it may or may not be necessary during any given year.
2. Proposal should include a time line.
3. The chosen firm may be paid no more than 40% of the estimated cost at the commencement of the agreement; 40% after presentation of all year-end adjusting journal entries and trial balance, and a 20% retainage at acceptance of audit by City Council.
4. Any payment above the estimate, if any, may be done by requesting same and gaining approval and acceptance of the City Council.
5. Contract may be terminated by either party after 30-days written notice.

NAME OF FIRM: _____

CONTACT: _____

PHONE #: _____

EMAIL ADDRESS: _____

Fee estimate for FY ending **9/30/2017**: \$ _____

Additional fee for Single audit, if necessary: \$ _____

Fee estimate for FY ending **9/30/2018**: \$ _____

Additional fee for Single audit, if necessary: \$ _____

Fee estimate for FY ending **9/30/2019**: \$ _____

Additional fee for Single audit, if necessary: \$ _____

Enclosures:

_____ References of public entities firm has successfully audited

_____ Proof of liability insurance

_____ Proof that at least one CPA in the firm has completed twenty-four (24) hours in Governmental Auditing continuing education in the last two (2) years.

_____ A list of the qualifications of each officer or accountant who will be assigned to the project.

_____ A statement of independence from the City of West Orange.

_____ Proposed time line for project