Parkville
Missouri

CITY OF PARKVILLE ▪ 8880 Clark Avenue ▪ Parkville, MO 64152 ▪ (816) 741-7676 ▪ FAX (816) 741-0013

June 11th, 2012

Re: REQUEST FOR PROPOSAL
PROFESSIONAL AUDITING SERVICES

Dear Auditor:

The City of Parkville (City) invites your firm to submit a proposal in response to this Request for Proposal (RFP) issued for the purpose of selecting an auditing firm to perform annual fiscal audits of the City, for the fiscal years ending December 31, 2012, December 31, 2013, and December 31, 2014. The selected firm, in addition to conducting the annual fiscal audit, may be asked to provide other professional consulting services.

The auditing firm will be selected from among those firms who submit cost proposals and meet the minimum qualifications.

City Point of Contact

All inquiries relating to this RFP may be submitted to:

Shannon Thompson, City Administrator
City of Parkville
8880 Clark Avenue
Parkville, MO 64152
Fax: 816-741-0013
Or telephone inquiries, call 816-741-7676

E-mail inquiries may be directed to: cityadministrator@parkvillemo.com

Proposal Due Date

Interested firms should submit five (5) bound copies and one (1) unbound of their proposals by 5:00 p.m., June 29th. 2012. Proposals after that date and time will not be considered. I anticipate that interviews with the top ranked firms will be held the week of July 16th, 2012.

Minimum Qualifications

The City will evaluate only proposals from those firms who possess the following minimum qualifications.

- Independence: The firm must be able to provide an affirmative statement that it is independent of the City of Parkville, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

- License to Practice in the State of Missouri: An affirmative statement is required that the firm and all assigned key professional staff are properly registered and licensed to practice in the state of Missouri.

- Experience: Experience conducting high quality audits of local government with operating budgets in the range of $2 million to $20 million in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the united States; and the United States Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations.*

- Firm Capacity: Demonstrated capacity to devote the necessary personnel and technical resources to complete the work in accordance with the scheduled timeline. Demonstrated capacity to provide related accounting consulting services, including GASB 34 implementation.

Evaluation Factors

The Finance Committee will review the proposals and rank the firms that meet the minimum qualifications.

The top ranked firms may be interviewed by a panel that will be looking for the most qualified firm according the following criteria, in order of relative importance:

- Government audit and consulting experience
- Quantity of resources allocated to project
- Cost effectiveness
- Quality of on-site staff resources
- Overall quality of audit plan

Based on the evaluation of the proposal and the final cost and staffing proposal, the Finance Committee will recommend a firm to the Board of Aldermen.

The City reserves the right to accept or reject any and all proposals submitted, to waive minor irregularities in proposals, and to request additional information from proposers.

Auditor Selection Timetable

5:00 p.m. Friday, June 29th, 2012	Closing date and time for receipt of proposal
July 16th-20th, 2012	Interviews
August 7th, 2012	Recommendation to Board of Aldermen

Engagement Term

The selected firm will be asked to sign a contract for a one-year term. Subject to an annual performance and compliance review, the City may request continued service for the audit years FY 2013, and FY 2014.

Sincerely,

Shannon Thompson

Shannon Thompson
City Administrator