



COUNTY OF LEAVENWORTH

300 Walnut St., Suite 106
Leavenworth, Kansas 66048-2725
(913) 684-0421
Fax (913) 680-1489

*From the office of Janet Klasinski, County Clerk
Email: jklasinski@leavenworthcounty.org*

September 11, 2019

Leavenworth County is seeking proposals for professional audit services for three years ending December, 2019, 2020 and 2021.

I have attached a copy of the "Request for Proposal Audit Services" for your organization to submit a proposal if you are interested.

I believe the Request for Proposal details all the requirements in submitting your proposal. However, please feel free to contact me if you have any questions.

Sincerely,

/s/ Janet Klasinski

Janet Klasinski
Leavenworth County Clerk

September 12, 2019

LEAVENWORTH COUNTY
REQUEST FOR PROPOSAL
AUDIT SERVICES

I. INTRODUCTION

A. GENERAL STATEMENT

The County of Leavenworth is currently seeking proposals for professional audit services including an audit of the federal awards conducted in accordance with Title 2 U.S. code of federal regulations, for three years ending December 31, 2019, 2020, and 2021, with two one year extensions. The audit is to be conducted 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. A copy of the County's December 31, 2018 Audited Financial Statement may be accessed at the top of the County's website at www.leavenworthcounty.gov.

B. BACKGROUND

The Leavenworth County's basic services are reported in category Governmental Activities. These include General Government, Public Safety, Public Works, Sanitation, Recreation and Health and Education. The County uses two types of funds to manage its resources: Governmental funds and Fiduciary funds. Leavenworth County is organized into 43 departments and agencies. The accounting and financial reporting are centralized. More detailed information on the government and its finances can be found in their budget documents, official statements and annual financial reports. The principal contact person for these documents is County Clerk, Janet Klasinski, Leavenworth County Courthouse.

II. SCOPE OF SERVICES

A. OBJECTIVES

1. AUDIT

The auditing firm selected shall be required to audit all financial records of the county including all funds. The term of this contract will be for three (3) years. An option to extend the contract and related costs will be considered in the final year.

The audit shall include the following:

- All tests and examinations necessary for an informed opinion of the financial statements,
- Preparation and supervision of all adjusting entries,
- Recommendations, as deemed appropriate, concerning management operations and accounting procedures and controls,
- Preparation of the annual report,
- Assist with the schedule of expenditures of federal awards

- Completion of the audit and all reports in a timely manner prior to June 15.
- Upon completion 20 copies of the audit will be submitted to the County Clerk for distribution.
- A verbal presentation will be required to the Leavenworth County Board of Commissioners.

B. DELIVERABLES

The provider of audit services will provide the following:

- Up to 20 copies and an electronic copy of the Audited Financial Report. The County shall retain the right to make additional copies as it deems necessary and appropriate,
- Verbal presentation of the Audited Financial Report by the provider of audit services to the Board of County Commissioners,
- A draft Management Letter to the Board of County Commissioners, containing any recommendations for improvement of organizational effectiveness, internal controls and/or accounting controls will be reviewed with the County Administrator and County Clerk prior to finalizing,

III. PROPOSAL CONTENT REQUIREMENTS FOR AUDIT SERVICES

Proposal Requirements:

- A. Describe your firm's approach to conducting the audit examination, including your understanding of the scope of services to be provided and the reports and documents required. It should indicate the approximate date the audit will begin and end (including any preliminary fieldwork). Include a copy of your firm's most current peer review report.
- B. Describe the governmental experience of your firm including the specific details regarding experience in the preparation of Audited Financial Reports.
- C. Provide a list of at least five municipal government references where your firm has conducted an audit in the past 36 months. This list should indicate the names and telephone numbers of officials in the other municipalities that may be contacted.
- D. Experience of the individuals who will be assigned to the engagement and the relevant experience of each in auditing municipalities and preparing Audited Financial Reports must be furnished.
- E. The County requires a firm, fixed fee for the audit service listed below:
 - a. Audited Financial Report for the year ending December 31, 2019
 - b. Audited Financial Report for the year ending December 31, 2020
 - c. Audited Financial Report for the year ending December 31, 2021
- F. Additionally the firm will need to provide an hourly rate for services offered outside the normal scope of the annual audit, to include any required Single Audits.

- G. The original and two (2) copies of the completed proposal must be received **no later than 10:00 a.m. on Monday October 14, 2019**. The proposals shall be submitted to:

Janet Klasinski
Leavenworth County Clerk
300 Walnut, Suite 106
Leavenworth, Kansas 66048

IV. SELECTION CRITERIA

The procurement process for these services will be based upon a Qualifications Based Selection (QBS) process. The award of a contract will be made to the firm offering a response which the County believes best meets its needs.

Each respondent will be evaluated on the basis of the following criteria:

- A. Qualifications and experience of the firm and the key individuals to be assigned to the County's audit
- B. Ability to complete the audit in a timely manner, credentials of the firm and demonstrated ability in similar projects,
- C. Costs

V. OTHER CONSIDERATIONS

- A. Conflict of Interest: Firms making proposals must stipulate that they or their employees do not currently have, nor will they have, any conflict of interest between themselves, and the County. Any perceived or potential conflict of interest must be disclosed in the proposal.
- B. Rights Reserved to the County: The County reserves the right to reject any and all proposals, or to waive any irregularities and missions if, in its judgment, the best interest of the County is served.
- C. Payment: Payment for service rendered will be based upon receipt of an itemized invoice(s) from the audit firm.
- D. Ownership: All proposals and reports become the property of the County upon submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the County for a period of three years from submission of the reports. Copies of adjusting entries and trial balance, if applicable, will be provided to the County upon completion of the audits.
- E. Confidentiality: All proposals will be kept in confidence by the County. The invitees and subsequently selected firm may not issue news releases or other public notification regarding this project without prior approval from the County.

VI. MISCELLANEOUS INFORMATION

- A. Proposal Acceptance:

1. The County of Leavenworth reserves the right to accept the proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the County.
2. Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between the County of Leavenworth and any firm. Leavenworth County does not authorize and will not be responsible for any expense or charges associated with providing a response to the Request for Proposal.
3. A recommendation will be made to the Board of County Commissioners for final approval. Firms whose proposals are not accepted will be notified in writing.
4. Notification of award will be made by the County Clerk. The selected firm will be required to enter into a contract with the County. The final contract is subject to final approval by the Board of County Commission.
5. The proposal must remain valid for at least forty-five (45) days, after submittal date.

B. ADDITIONAL INFORMATION

All questions regarding this Request for Proposal should be directed *via email*, to:

Janet Klasinski
County Clerk
Leavenworth County
300 Walnut, Suite 106
Leavenworth, Kansas 66048
Email: jklasinski@leavenworthcounty.gov

OR

Mark Loughry
County Administrator
Leavenworth County
300 Walnut, Suite 225
Leavenworth, Kansas 66048
Email: mloughry@leavenworthcounty.gov

Proposals must be submitted by **10:00 a.m. on Monday, October 14, 2019** to the County Clerk, Janet Klasinski, at which time they will be opened and evaluated. A recommendation will be submitted to the Board of County Commission, Leavenworth County for consideration at their Board Meeting on October 23, 2019. All proposals must be submitted in sealed envelopes clearly marked "AUDIT PROPOSAL" and must be submitted in duplicate.

