



City of Cayce, South Carolina

Request for Proposals for

Professional Auditing Services

RFP Issue Date: June 4, 2021

RFP Contact: Kelly McMullen
(for any questions or requests for clarification) City Treasurer
kmcmullen@caycesc.gov

Send Proposals to: City of Cayce
Professional Auditing Services RFP
Kelly McMullen, Treasurer
1800 12th Street
Cayce, SC 29033

RFP Closing Date and Time: July 16, 2021 by 4:00pm

Number of Proposal Copies Requested: 3 Individually Sealed and Labeled #1, #2 and #3

All addenda and additional information will be available at <https://caycesc.gov/rfp-auditservices>

RFP Evaluation Committee:

Tracy Hegler
City Manager

Jim Crosland
Assistant City Manager

Kelly McMullen
City Treasurer

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General Information

Introduction

The City of Cayce invites qualified firms of certified public accountants to submit proposals to provide annual audit and financial statement preparation services to the City based upon the scope of work contained in this Request for Proposals including, but not limited to, the audit of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the fiscal year then ended. These statements will include the budgetary comparison information for the General Fund. In addition, the auditor will subject the combining and individual funds statements and schedules, the schedule of expenditures of federal awards (SEFA), and the S.C. Uniform Schedule of Court Fines, Assessments and Surcharges to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole. Certain limited procedures will be applied to the City's required supplementary information ("RSI") in accordance with auditing standards generally accepted in the United States of America, but will not be audited and therefore, have no opinion expressed on this information. The RSI includes the Management's Discussion and Analysis (MD&A) that will be prepared in part by the auditor and in part by the Finance staff; the Schedule of Proportionate Share of the Net Pension Liability; the Schedule of Contributions; the Schedule of Funding Progress – Other Post-Employment Benefits Plan; and the budgetary comparisons for any other funds that have an annual adopted budget for the fiscal year then ended. The City Finance Director and staff will prepare the Introductory Section and the Statistical Section, if included, whose content will not be subject to auditing procedures. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States.

The City of Cayce invites proposals until 4:00 pm EST, July 16, 2021 from qualified firms.

Point of Contact:

Kelly McMullen, City Treasurer

kcmullen@caycesc.gov

1800 12th Street

Cayce, SC 29033

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities and to make the selection among the proposals as are deemed in the best interest of The City. The City is not liable for any costs incurred to prepare or present a response to this Request for Proposal (RFP).

Background and Overview

The City of Cayce, South Carolina is a historic community whose land has been inhabited for over 12,000 years. The City is located in Lexington County and borders the west bank of the Congaree River across from the state capital, Columbia. Incorporated in 1914, Cayce has grown to 17 square miles and

a population of 14,000 in 2019. Rich in natural and cultural resources, Cayce boasts 20 miles of trails along the Congaree River and Congaree Creek. It is also home to larger industries like Dominion Energy, CMC Steel, and a Martin Marietta granite quarry. As a full-service City, Cayce provides water and sewer utility service far beyond its borders to a large portion of Lexington County. Additional information about the City can be found at www.caycesc.gov.

Questions and Answers

Questions must be submitted by 4:00 pm on June 25, 2021. Questions submitted later will not be answered.

Any correction, revision, answer, or clarification of the RFP documents will be made only by a written addendum (if something in the RFP is changed) or a Clarifications / Answers document (if nothing in the RFP is changed) issued by the Treasurer or her designee.

Requirements for Selection

The City seeks proposals from qualified providers interested in providing comprehensive professional auditing services to the City. The objective of the City is to ensure comprehensive audit compliance while maintaining competitive contract pricing.

The City may award a contract to the best service provider(s) with innovative ideas, which may not be the lowest price proposal. The City reserves the right not to award some or all of the services contemplated herein.

General Proposal Requirements

It is requested that proposals be prepared in a comprehensive manner as to content. Although permissible, there is no necessity for expensive binders, color displays or other promotional material. The proposal should be prepared in a format that will permit ready identification of your response to each component of this RFP in a concise manner.

The proposal must be signed by the duly authorized partner or officer who will have overall responsibility for work under the proposal.

All pricing proposals must remain in effect for at least one hundred twenty (120) days beginning the next business day after the proposals are due to the City. The City is not responsible for any costs incurred in the preparations and presentation of your proposal.

The selected proposer will be expected to enter into a contract or engagement letter with the City in a form acceptable to the City.

Contract Award

The City shall have the right to select the Proposer who, in the opinion of the City, will be in the best interest of and/or the most advantageous to the City after considering the criteria set forth in this RFP. The City also reserves the right to reject any Proposer who has previously failed in the proper performance of a contract or to deliver on time contracts of a similar nature with other governmental entities or who, in the

City's opinion, is not in a position to perform properly under the intended contract award. The City reserves the right to waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of the City in the City's sole discretion. In addition, the City reserves the right to reject any and all proposals at any stage, or to modify, withdraw, cancel, or reissue this RFP, in whole or in part, in the event that competition is deemed inadequate or the City determines in its sole discretion that it is otherwise in the best interest of the City. A recommendation of contract award does not constitute a contract. The award of contract to the selected respondent is subject to City Council approval and the execution of a contract with terms acceptable to the City. The city staff makes recommendations to the City Council, and the City Council ultimately has the authority to award contracts, including the right to re-rank Proposers differently than recommended by the City staff.

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process. Prior to final selection of a firm, the City may conduct interviews and discussions with prospective firms.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the proposers and the terms and conditions set forth within the RFP document. Proposals will be scored and ranked in accordance with the weighting and grade criteria specified in these documents. The City is not obligated to make an award to the Proposer with the lowest bid or price submitted. Proposals will be evaluated and an award made to that Proposer who is determined to be responsible and responsive to this Request for Proposal and whose proposal is the most advantageous to the City in terms of price, quality of service, the Proposer's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposal and Contract, and who in the judgment of the City will best serve the needs and interests of the City.

Term of Award

It is the City's intent to award the contract(s) for an initial two-year period with the option to renew for two additional two-year periods or a maximum of six years. The decision to renew the contract(s) will be at the sole discretion of the City. Proposers must agree to fix contract fees for at least the first three years. If the vendor intends to revise its fee schedule after the initial period, it must give written notice to the City at least ninety (90) days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by the City.

Termination

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliveries entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract.

Freedom of Information Act

All proposals will be treated as public information unless it is specifically requested that portions of the bid be exempt from disclosure under the Freedom of Information Act, SC Code of Laws Section 30-4-40 (a) (1). It is the Proposer’s responsibility to notify the City of any proprietary information listed in proposals submitted. Any information in which the proposer considers proprietary MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such. If a contract is signed with your institution, the contract document is not exempt from disclosure.

All Freedom of Information (FOIA) requests must be sent to the City Clerk, PO Box 2004, Cayce, SC 29171.

RFP Submission Information

Schedule

Request for Proposals Issued	June 4, 2021
Notice of Intent to Respond Due Date	June 18, 2021
Questions/Clarifications Due	June 25, 2021
Responses to Questions Distributed	July 2, 2021
Proposals Due	July 16, 2021
Interviews of Selected Firms	July 21-22, 2021
Intent to Award	July 27, 2021
City Council Approval	August 3, 2021

The City reserves the right to cancel and/or modify the RFP dates at any time.

Intent to Propose

The City has elected not to conduct a pre-proposal conference prior to the receipt of proposals. However, prospective proposers that are interested in receiving addenda to this RFP, including responses to submitted questions from all participating firms, should complete Attachment 1: Notice of Intent to Respond and submit it to kmcmullen@caycesc.gov no later than the date specified in the Schedule above. This will allow the City to provide timely information to interested parties. Submitting the Notice of Intent to Respond form does not obligate the prospective proposer in any way.

The effect of all addenda to the RFP documents shall be considered in the proposal and said addenda shall be made part of the RFP documents. Before submitting a proposal, each proposer shall ascertain whether or not any addenda have been issued. Failure to include information provided on any such addenda in proposer’s proposal may render the proposal invalid and result in its rejection. All addenda and additional information will be available at <https://caycesc.gov/rfp-auditservices>.

Submission Instructions

Three (3) sealed original paper proposals and required forms along with one (1) searchable electronic copy on a CD or USB flash drive in Microsoft Word or PDF format. Due to the impacts of COVID-19, electronic copies will be accepted via email to the contact listed in the RFP document. If emailing proposal, emails must also be received no later than the date specified in the Schedule above. It is the responsibility of the Proposer to ensure that emails are successfully delivered to the RFP contact. Proposals should be clearly marked "Professional Auditing Services RFP" as shown on the title page of this formal solicitation.

Competency of Proposer

The proposer, if requested, must present within a reasonable time evidence satisfactory to the RFP Evaluation Committee of ability to successfully perform comprehensive professional audit services, and the possession of necessary facilities, labor, materials, equipment, software, supplies, expertise, financial resources, and adequate insurance to comply with all of the terms of the professional audit services agreement.

No contract will be awarded to any firm that is in arrears or is in default with the City upon any contract or has failed to perform faithfully on any previous contract with the City.

Withdrawal of Proposal

Submitters may withdraw their submitted Proposal at any time by giving written notice to the RFP Contact.

Proposal Errors

Submitters are cautioned to verify their Proposal prior to submission. Negligence on the part of the submitter in preparing the Proposal confers no right of modification of the Proposal after the closing time for its receipt. Inadvertent errors (such as the omission of one page of a multi-page document) that have a correction submitted after the designated submission time may be considered at the sole discretion of the City if the submitter submits with the correction sufficient information to prove that the error was inadvertent. Such amendments are not favored and, in the case of doubt, requests will be denied.

Late Proposals; Misrepresentations

Late Proposals will not be accepted. The City does not specify the method by which Proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of reason, in the receipt of Proposals. Proposals delivered by mail or messenger will be considered only when said Proposals are received on or before the due date and time. The City does not guarantee that Proposals received in the building by mail or messenger will be delivered at or before the time the proposal is due. Any material misrepresentations made by the submitter(s) will void the response and eliminate the submitter(s) from further consideration. The City reserves all rights with regard to this solicitation.

Grounds for Protests

Protest of Contents of Solicitation (Invitation For Bids or RFPs or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue): Any Proposer who is aggrieved in connection with a solicitation document shall file a written protest to the City Manager,

thegler@cityofcayce-sc.gov, within four calendar days of the date of posting of the solicitation, RFQ, RFP, or other solicitation document or any addendums to it on the City's website.

Protest of Award: Any Proposer who is aggrieved in connection with the award of the contract shall file a written protest with the City Manager within four calendar days of the date the Intent to Award memorandum is posted on the City's website. Any matter that could have been raised pursuant to the section above on protest of contents of solicitation, may not be raised as a protest of award.

Exclusive remedy: The rights and remedies granted in this section to Proposers, either actual or prospective, are to the exclusion of all other rights and remedies of Proposers against the City.

Failure to file a timely protest: If Proposer fails to request a protest within the four calendar days, the solicitation or award shall be final.

Procedures for Protests

Protest: A protest must be in writing, filed with the City Manager, and set forth the grounds of the protest and the relief requested with enough specificity to give notice of the issues to be decided. The protest must be received by the City Manager within the time provided.

Burden of Proof: The protestant bears the burden of proving the validity of the protest or claim against the City.

Administrative Review and Decision: The City Manager will conduct an administrative review of all claims set forth within the protest document and shall issue a decision in writing within four calendar days of receiving the protest.

Appeals of Decision: Any appeal of the City Manager's decision pursuant to the above paragraph must be filed with the City Manager, in writing, within four calendar days of the date of the decision. The City Council shall hear and decide any appeals at its next regular or special council meeting.

Stay of Award: The contract award is stayed until issuance of a final decision by the City. Once a final decision is issued, the filing of a petition to appeal that decision does not stay enforcement of the City's decision to award the contract.

Incurred Cost

All costs incurred in the preparation and submission of Proposals shall be borne by the submitter.

Record Retention

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years unless the firm is notified in writing by the City of the need to extend the retention period.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to the matters of continuing accounting significance.

Return of Proposals

The City is under no obligation to return any Proposals or materials submitted by the submitter as a response to this RFP.

Accounting System Records

The City's accounting records are maintained through Edmunds software. The Edmunds system encompasses all areas of financial management to include financial reporting, payroll, accounts payable, purchasing, inventory, business licensing, permitting and utility billing. Public Safety uses LawTrak software.

Reserved Rights

The RFP Evaluation Committee shall represent the City in all matters pertaining to this RFP, and reserves the right to reject any and all Proposals during any stage of this RFP, or to modify, withdraw, cancel, or reissue this solicitation, either in whole or in part, in the event that responses are deemed inadequate or that it is otherwise in the best interest of the City.

The RFP Evaluation Committee also reserves the right to disregard any minor informality in the RFP when, in its opinion, the best interests of the City will be served by such action.

Scope of Work

Technical Requirements

The purpose of the technical requirements is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The technical section should demonstrate the qualifications of the firm and/or the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements. The technical section should address all the points outlined in the RFP. It should be prepared simply and economically providing a straight-forward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects--Items #1 through #10--must be included. They represent the criteria against which the proposal will be evaluated.

1. Independence – The firm should provide an affirmative statement that it is independent of the City of Cayce.
2. License to Practice in South Carolina – An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered and licensed as required by the State of South Carolina.
3. Firm Qualifications and Experience -- The proposal should state the size of the firm, the size of the firm's governmental audit staff, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis.
4. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information

on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. The firm shall provide a copy of its most recent Peer Review Report.
6. Partner, Supervisory, and Staff Qualifications and Experience -- The firm should identify the principal supervisory and management staff and other supervisors and specialists who would be assigned to the engagement and indicate whether each person is registered/licensed to practice as a certified public accountant in South Carolina. The firm also should provide information on the government auditing experience of each person—including information on relevant continuing professional education for the past three (3) years. The firm also should indicate how the quality of staff over the term of the agreement will be assured. Changes of engagement partners, managers, other supervisory staff, and specialists should be communicated to the City as soon as practical.
7. Similar Engagement and other Government Entities -- For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
8. Specific Audit Approach -- The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in the Technical Requirements section of this Request for Proposals. Proposers will be required to provide the following information on their audit approach:
 - Proposed segmentation of the engagement
 - Level of staff and number of hours to be assigned to each proposed segment of the engagement
 - Type and extent of sampling techniques to be used in the engagement in general terms.
9. Identification of Anticipated Potential Audit Problems -- The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from City of Cayce.
10. Report Format – The proposal should include sample formats for required reports.
11. Special Considerations – The City does expend federal funds through grant awards from time to time and therefore a single audit is sometimes required. Also, the required Electronic Municipal Market Access (EMMA) Report and aiding the City in calculating Purchasers' Rates will also be required.
12. Firm Location – The proposal should include the firm's location that will be responsible for the City's account and the distance of this location to Cayce City Hall. Please note that all travel expenses to be incurred by the City must be included in the cost proposal(s).
13. Financial Statement Preparation

- The City intends to issue a Comprehensive Annual Financial Report (CAFR) prepared in accordance with GAAP and all applicable federal and state requirements to include supplemental schedules for sub funds and any other requirements consistent with the GFOA Certificate of Achievement Standards and all other applicable standards and practices.
- The audit firm engaged will be responsible for preparation of the basic Financial statements and CAFR. CAFR preparation will include setting up the document with the report cover, transmittal letter, and statistical section for the printer. The audit firm will be responsible for arranging and overseeing the printing of the CAFR.
- Throughout the contract period the auditor shall advise the City on implementation of new accounting standards as promulgated by the authoritative bodies. The auditor shall advise the City on specialized accounting questions that may arise.
- The City acknowledges its responsibility for the reliability, accuracy, and completeness of the financial preparations. Finance Department staff will participate in a thorough review of the draft CAFR.

14. Reports to be issued – Following the completion of the audit, the auditor shall issue:

- Audit Opinion to be included in the Comprehensive Annual Financial Report for the City.
- Independent Auditors Report on Internal Control over Financial Reporting and on Compliance and other matters based on an audit of financial statements to be included in the Comprehensive Annual Financial Report for the City.
- The Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
- Auditor’s Discussion and Analysis
- Board Communication letter report providing an executive summary of the audit including any significant findings.
- EMMA report
- Single audit report if required
- Uniform Schedule of Court Fines, Assessment and Surcharges

Cost for Services

1. Total All-Inclusive Maximum Price -- The cost section should contain all pricing information relative to performing the audit engagement as described in this RFP for all potential years (each year separately stated). The total all-inclusive maximum price to be bid is to contain all direct and indirect costs, including all out-of-pocket expenses assuming no Single Audit is required. The cost for a Single Audit should be listed separately as well as the cost of a Consent Letter should be listed separately. Please state all fees for the first four (4) years.

2. The City of Cayce will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.
3. The first page of the cost section should include the following:
 - a. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with City of Cayce.
 - b. The total all-inclusive maximum price for the engagement for each potential year separately stated. Additionally, the cost for a Single Audit as well as the cost for Consent Letters should be separately stated.
4. Rates by Partner, Specialist, Supervisory, and Staff Level Times Hours Anticipated for Each (rates x hours =) -- The cost section should include a schedule of professional fees and expenses presented in the format provided in the attachment (APPENDIX A through APPENDIX C) that supports the total all-inclusive maximum price.
5. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price -- All estimated out-of-pocket expenses to be reimbursed should be presented in the cost section in the format provided in the attachment (APPENDIX A through APPENDIX C).
6. Rates and Additional Professional Services -- If it should become necessary for City of Cayce to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between City of Cayce and the firm. Any such additional work agreed to between City of Cayce and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost section.
7. Manner of Payment -- Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month.

Evaluation Procedures

1. Selection Committee -- Proposals submitted will be evaluated by the selection committee selected by the City.
2. Review of Proposals -- The City will use a point formula during the review process to score proposals. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.
3. Evaluation Criteria -- Proposals will be evaluated using the following criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:
 - a. Mandatory elements
 - i. The audit firm is independent and licensed to practice in South Carolina.
 - ii. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.

- iii. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
 - iv. The firm adheres to the instructions in this RFP on preparing and submitting the proposal.
 - b. Technical Section (Maximum points – 40)
 - i. The qualification of the firm’s professional personnel to be assigned to the engagement and of the firm’s management support personnel to be available for technical consultation (0 – 20 points).
 - ii. The firm’s past experience and performance on comparable government engagements (0 – 20 points).
 - c. Audit Approach – Staffing (Maximum Points – 40)
 - i. Adequacy of proposed staffing plan for various segments of the engagement (0 – 20 points).
 - ii. Adequacy of the audit methodology (0 – 20 points).
 - d. Cost (Maximum points – 20)
 - i. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.
- 4. Oral Presentations -- During the evaluation process, the City of Cayce may, at its discretion, request any one or all of the firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City of Cayce may have on a firm’s proposal. Not all firms may be asked to make such oral presentations.
- 5. Right to Reject Proposals -- Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between City of Cayce and the firm selected. City of Cayce reserves the right, without prejudice, to reject any or all proposals.
- 6. During the evaluation process, the City reserves the right to request additional information or clarification from proposers or to allow corrections of errors or omissions.

Audit Schedules

- 1. Schedule for the Audit –The City is flexible in scheduling the audit work and this can be addressed during the initial meeting for each year’s audit. A detailed audit plan is welcomed. The audit shall be conducted as soon as possible after the close of the fiscal year (June 30th) and be completed prior to December 31st of each year, or prior to the extension granted, if applicable.
- 2. Entrance and Exit Conferences -- At a minimum, the following conferences should be held by the dates indicated on the schedule:
 - a. Initial Meeting – The purpose of this meeting will be to advise the City of the interim work to be performed and walk through the audit plan. This meeting will also be used to establish overall liaison for the audit and other needs of the auditor.
 - b. Exit Meeting – The auditor will be asked to attend a Council work session and present a very condensed summary of the Audit and any significant findings in written reports.

3. Report Preparation – Report preparation and printing shall be the responsibility of the auditor including, but not limited to, advising of additional GASB pronouncements, printing and binding, etc.

Exhibit A: Important Links and Sample Reports

The City is providing sample reports to all potential Proposers for clarity. Links for each report are as follows:

Budgets, CAFR's and Master Fee Schedules: <https://caycesc.gov/budget.php>

EMMA Report Filing: <https://emma.msrb.org/>

Single Audit: Please see RFP webpage for this attachment

Attachment 1 (Not Required): Notice of Intent to Respond

In order to provide timely updates to this Request for Proposal, including responses to questions submitted, we ask that potential bidders complete the following form and return it by e-mail to Kelly McMullen at kmcmullen@caycesc.gov by June 18, 2021.

Business Name: _____

Contact Person: _____

Contact E-mail: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____

Yes, we plan to submit a proposal to provide services to the City.

No, we do not plan to submit a proposal at this time.

Reason: _____

An electronic copy (Excel) of the Cost Proposal is available upon request. Please indicate if you would like to receive the Excel version of the document by providing your contact information below:

Appendix A:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE PREPARATION AND AUDIT OF THE 2021 FINANCIAL STATEMENTS AND PREPARATION OF 2021 EMMA REPORT

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify):	_____	_____	_____	_____
Subtotal:				_____
Out of Pocket Expenses:				_____
Meals and Lodging:				_____
Transportation:				_____
Other (Specify):				_____

Total All-Inclusive Maximum Costs:			
Fiscal Year 2021			_____
Fiscal Year 2022			_____
Fiscal Year 2023			_____
Fiscal Year 2024			_____

Appendix B:

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE PREPARATION AND
AUDIT OF THE 2021 SINGLE AUDIT (IF REQUIRED)**

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify):	_____	_____	_____	_____
Subtotal:				_____
Out of Pocket Expenses:				_____
Meals and Lodging:				_____
Transportation:				_____
Other (Specify):				_____

Total All-Inclusive Maximum Costs:			
Fiscal Year 2021			_____
Fiscal Year 2022			_____
Fiscal Year 2023			_____
Fiscal Year 2024			_____

Appendix C:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE PREPARATION AND
AUDIT OF THE 2021 CONSENT LETTER

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify):	_____	_____	_____	_____
Subtotal:				_____
Out of Pocket Expenses:				_____
Meals and Lodging:				_____
Transportation:				_____
Other (Specify):				_____

Total All-Inclusive Maximum Costs:			
Fiscal Year 2021			_____
Fiscal Year 2022			_____
Fiscal Year 2023			_____
Fiscal Year 2024			_____