



CITY OF ROCK HILL

827 N. Rock Hill Road • Rock Hill, MO 63119 • (314) 968-1410 • Fax (314) 968- 4843

Date: February 15, 2019

Subject: Request for Proposal for Financial Auditing Services and Reporting

Dear Prospective Firm:

Your firm is invited to submit a proposal to provide auditing services to the Finance Department of the City of Rock Hill.

The City of Rock Hill is accepting proposals from qualified Certified Public Accounting Firms to provide independent audit services for the Fiscal Year Ending March 31, 2019, with options for annual renewals in 2020, 2021, 2022, and 2023.

Submission of your proposal will be accepted until March 22, 2019 at 5:00 p.m.

Proposals will be accepted at:

City of Rock Hill
Attn: Jennifer Yackley
827 N. Rock Hill Road
Rock Hill, MO 63119
314-561-4302

Please review the attached RFP for details regarding the City of Rock Hill's expectations for proposals that will follow in the selection process. Thank you in advance for your interest in working with the City of Rock Hill.

Sincerely,

Jennifer Yackley, AICP
City of Rock Hill

February 1, 2019

**CITY OF ROCK HILL
827 N. ROCK HILL ROAD
ROCK HILL, MISSOURI 63119
(314) 822-5833**

REQUEST FOR PROPOSAL

FOR

FINANCIAL AUDITING SERVICES AND REPORTING

Request for Proposal
Financial Auditing Services and Reporting
Table of Contents

- I. Introduction
- II. Information About The City of Rock Hill
- III. General Information
- IV. Scope of Engagement
- V. Projected Time Schedule
- VI. Scope of Services
- VII. Additional Information
- VIII. Submission Requirements
- IX. Contract Options for Renewal
- X. Fees
- XI. Miscellaneous Information

I. Introduction

The City of Rock Hill (“The City”) is requesting Proposals to provide independent audit services for the Fiscal Year Ending March 31, 2019, with options for annual renewals in 2020, 2021, 2022, and 2023.

II. Information About The City of Rock Hill

The City of Rock Hill is located in St Louis County and is approximately three miles west of the City of St. Louis, Missouri. The City covers approximately 1.1 square miles and serves 4,635 residents. Additional information can be found in the City of Rock Hill's Comprehensive Annual Financial Report for the Fiscal Year Ended March 31, 2018.

The accounting policies and financial reporting practices of the City conform to generally accepted accounting principles applicable to governmental entities.

III. General Information

General information about the city can be found in the our comprehensive annual financial report which is available on the city’s website www.rockhillmo.net/finance.aspx

The City’s Financial Services are contracted through the City of Kirkwood. The City of Kirkwood’s staffing includes a director, assistant director, office manager, and payroll/AP clerk.

The City prepares the financial statements, notes to the financial statements, statistical section, transmittal and management discussion and analysis with audit personnel providing expertise and review.

IV. Scope of Engagement

The City of Rock Hill requires an annual financial audit to include an Independent Auditor’s report rendering an opinion on the financial statements in accordance with generally accepted auditing standards. The city may also qualify for a financial and compliance audit in accordance with the single audit act.

V. Projected Time Schedule

The city's fiscal year ends March 31. All closing entries will be made and records ready for audit by mid -June. The audit firm must propose a schedule, which allows the financial statements to be finalized, printed, bound and received by the city no later than August 30th.

Proposals received by City of Rock Hill until March 22, 2019.

Recommendations to Board of Aldermen April/May 2019

Notification of selected firm.

May/June 2019 Interim work if applicable.

August 30, 2019, Audit, CAFR Complete

August 30th, Audit completed and Comprehensive Annual Report prepared and delivered to the City of Rock Hill. City will schedule firm presentation of management letter and audit opinion to City.

VI Scope of Services

The primary requirement will be an examination in accordance with generally accepted auditing standards and the single audit act (if applicable), of the financial statements of the City of Rock Hill for the fiscal year ending March 31, 2019. The City of Rock Hill prepares the financial statements to be audited. Such an examination must be completed and an opinion rendered and received by the city no later than August 30, 2019. The firm selected will also issue a management letter after the completion of the audit with recommendations for improving the city's accounting system and/or internal controls. The firm will also provide guidance and support to city staff in the implementation of proper accounting procedures and keep city staff informed of newly issued accounting pronouncements.

The firm selected may also be asked to perform other services for an additional fee.

VII Additional Information

1. Computer System

The City's accounting functions are computerized using an IBM System 400 computer with software purchased from Central Square Technologies, Lake Mary, Florida. The following functions are computerized with this system.

- i. General Ledger/Financial Reporting

- ii. Accounts Payable/Vendor Payments
- iii. Payroll

2. Fund structure

The City of Rock Hill utilizes separate funds for budget purposes. The funds are as follows:

- i. Governmental Funds
 - a. General
 - b. Parks
 - c. General Capital
 - d. Infrastructure Capital
 - e. Debt Service
 - f. SW TIF
 - g. NW TIF
 - h. Other Governmental Funds
 - Police Training Fund
 - Asset Forfeiture Fund
 - Sewer Lateral
- ii. Fiduciary
 - a. Agency Fund – Court Bond Fund

VIII Submission Requirements

A. Letter of Interest

Submit a brief letter of interest that includes a description of the services you will provide, expected time to complete each project, and other relevant information. Also, list main point of contact for this proposal, title, phone number and email address.

B. Experience

Submit information and descriptions of similar projects. Differentiate between firm experience and personal experience. Include the name of the client, location, scope of work and services provided, date completed, and contact – including telephone number. Emphasize experience in governmental accounting and auditing, including similar municipal assignments, experience in auditing CAFR preferred. Specifically, why do you feel your firm should be selected for this project?

C. Audit Approach

Submit a thorough description of the proposed audit approach and facility/staff requirements from the City.

D. Organization

1. List the credentials or resumes of key personnel who will be directly responsible for this project.
2. Provide an organization chart and describe the responsibilities of relevant firm or team members, including the identity of the key contact and / or auditors assigned directly to the City's account.
3. Number of employees in firm.
4. Number of years the firm has been in business.

F. References

Submit client references relative to the size and scope of this project. The proposal should include three references. Include name of public / private agency, location, date of service, client contact, and telephone number.

G. Additional Information

Include any additional information you feel will assist us in the evaluation of your firm's qualifications.

IX Contract Continuation and Escalation

Annual renewals to be decided by the Board of Aldermen.

X Fees

Firms shall submit complete cost to include a not to exceed total cost for each proposed year.

Proposals shall be submitted as follows:

**TO: Jennifer Yackley, AICP
City of Rock Hill
"AUDIT PROPOSAL"
827 N. Rock Hill Road
Rock Hill, MO 63119**

SUBMITTAL DATE: March 22, 2019

TIME: 5:00 p.m.

FEE

NOT TO EXCEED

	Audit, W/Opinion	Single Audit if applicable
2019	\$ _____	\$ _____
2020	\$ _____	\$ _____
2021	\$ _____	\$ _____
2022	\$ _____	\$ _____
2023	\$ _____	\$ _____

XI Miscellaneous Information

B. Quantity

Two (2) Copies of the proposal shall be submitted.

C. Proposal Acceptance

1. The City of Rock Hill reserves the right to accept 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 City.
2. The City Administrator will present staff's recommendation to the Board of Aldermen for final approval.
3. This proposal must remain valid for at least ninety (90) days after submittal date.

D. Incurring Costs

This request for Proposal does not commit the City of Rock Hill to award a Contract or to pay for any cost incurred by successful or unsuccessful bidders in the preparation of a proposal to this request.

E. Schedule

It is the intention of the City of Rock Hill to contract for this service in the first half of 2019.

F. Additional Information

All questions regarding this Request for Proposal shall be directed in writing to John Adams at adamsjr@kirkwoodmo.org