



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

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<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#16-0068
AUDITING SERVICES

July 15, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a firm or firms to provide Auditing Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

Sincerely,

A handwritten signature in cursive script that reads "Kara Kingsley".

Kara Kingsley
Purchasing Agent

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Pricing Proposal Form

Proposal Response Form

I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties. With a population estimated at more than 500,000 persons, it is the sixteenth largest in area, with 1008 square miles. Organizationally, the County is a Commission/Manager entity, it employs nearly 2,700 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County's fiscal year is the calendar year with an annual budget of approximately \$412 million. The County is organized into 35 different departments and has a bi-weekly payroll of approximately \$5 million. Most of the County's accounting and financial reporting functions are centralized. Sedgwick County has two blended component units, Sedgwick County Fire District No. 1 and Sedgwick County Public Building Commission.

III. Technical Proposal

A. Firm Overview

1. Proposer Identification

State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include name and telephone number of person(s) in your organization authorized to execute the proposed contract.

B. Experience

1. Firm Qualifications and Experience

The Proposer must state the 1) the number of firm team members, 2) total hours available, 3) the size of the firm's governmental audit staff, 4) the location of the office from which work on this engagement is to be performed, 5) the number and level of the professional staff to be assigned to this engagement on a full-time basis and 6) the number and level of the staff to be employed on a part-time basis. If the Proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted.

2. Partner, Supervisor/ Manager Qualifications and Experience

Identify the principal supervisory and management staff including engagement partners, managers, other supervisors and specialists who will be assigned to this engagement. Provide information on the government audit experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. List any experience of audit engagements that took place in the state of Kansas. A resumé must be submitted with this proposal for each partner, supervisor and manager assigned to this engagement. Engagement partners, managers, and other supervisory staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office or for other reasons. In such instances the firm must submit the newly assigned personnel's resumé to the County's Chief Financial Officer for concurrence

3. Staff Qualifications and Experience

Identify the staff auditors that will be assigned to this engagement. Provide information on the government auditing experience of each auditor, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. List any experience of audit engagements that took place in the state of Kansas. The firms should also indicate how the quality of staff over the term of the agreement will be assured. Consultants and specialists listed in response to this request for proposal can only be changed with the express prior written permission of the County's Chief Financial Officer, who retains the right to approve or reject replacements.

4. Similar Audit Engagements with Other Government Entities

List three (3) of the most significant audit engagements performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be listed in rank order on the basis of total staff hours. Indicate the scope of work, date, engagement partner, total hours, and the name and telephone number of the principal client contact. List any experience of audit engagements that took place in the state of Kansas.

5. External Quality Control Review Report

The prospective independent auditor must submit a copy of its most recent external quality control review report and corresponding letter of comments with its proposal, in addition to a statement, whether the quality control review included a review of specific government engagements.

6. Federal/State Desk Reviews

Information of the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years must be submitted. Additionally information must be provided 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.

7. Disciplinary Action

The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm's practice during the past five (5) years by The American institute of Certified Public Accountants (AICPA), Securities and Exchange Commission (SEC) or State Board or Society. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against any staff.

8. Litigation

The proposal shall describe all pending or settled litigation during the past five (5) years involving the firm.

C. Project Approach

Proposers will be required to provide the following information on their audit approach:

1. Knowledge of audit objectives, county needs and product to be delivered.
2. Technical plan, including proposed segmentation of the engagement.
3. Estimates of time to complete each major segment. Include an overall start and end date.
Note: the Finance department staff delivers the Comprehensive Annual financial Report to the governing body no later than March 31st of the next year, and so all audit work and Required Reports (see page 7) must be completed in time to permit county staff to satisfy that deadline.
4. Include any plans for using county staff.
5. Number and level of staff and number of hours to be assigned to each proposed segment.
6. Approach to be taken in drawing audit samples for purposes of tests of compliance.
7. Sample size and the extent to which statistical sampling is to be utilized.
8. Detailed description of computer aided audit techniques to be utilized.
9. Identification and brief background of Information Systems Audit Specialists to be utilized.
10. Type and extent of analytical procedures to be used in the engagement.
11. Approach to be taken to gain and document an understanding of the county's internal control structure.
12. Approach to be taken in determining laws and regulations that will be subject to audit test work.
13. Explanation of the firm's procedures for technical review of audit reports prior to issuance. This discussion should identify key personnel involved in technical review, state their qualifications, and whether they are independent of personnel assigned to the audit engagement.

D. Pricing

1. Total Cost

Proposed cost for everything requested in this RFP. Please break down the pricing as required by the Pricing Attachment. Also include estimated periodic billing to the County based on the cost of the deliverable items.

2. Total All-Inclusive Maximum Price

2.1 The sealed dollar cost proposal shall contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

2.2 The county will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost proposal. Such costs shall not be included in the proposal.

3. Offer and Schedule of Professional Fees

The Offer and Schedule of Professional fees shall be presented in the format provided in the Pricing Attachment to support the total all-inclusive maximum price. The Offer and Schedule of Professional Fees shall include:

3.1 Hours by partner, manager, senior, other supervisory and staff level.

3.2 Total All-Inclusive Maximum Price for the Fiscal Years ending December 31, 2016, 2017 and 2018. An

offer and schedule of professional fees should also include pricing for fiscal years 2019 and 2020.

4. Rates for Additional Professional/Audit Services

On occasion the county may request the auditor to render additional services outside the scope of the audit. All such work will be set forth in an addendum to the contract between the county and the firm. Any such additional work shall be performed at the same rates as proposed under this RFP and included in the cost proposal.

IV. Scope of Services

A. General Information

Sedgwick County is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2016, 2017, and 2018 with the option, if exercised by the county, of auditing its financial statements for each of the two (2) subsequent fiscal years.

B. Services to be Performed

The auditor shall conduct a financial and compliance audit of the following applicable statements and schedules of the county for the years ended December 31, 2016, 2017 and 2018:

1. Basic Financial Statements

The government-wide financial statements, fund financial statements, budgetary comparison statements for the general fund, and the notes to the financial statements.

2. Supplemental Information (SI)

Information that must be audited and included in the auditor's opinion:

2.1 Combining financial statements by fund type, and the individual fund and account group financial statements.

2.2 Individual fund budget comparison statements for the remaining funds that have an adopted budget that did not appear as basic financial statement comparisons in the basis financial statements.

3. Required Supplemental Information (RSI)

The auditor shall apply certain limited procedures to the following required supplemental information, and report deficiencies in or the omission of required information:

3.1 The Management Discussion and Analysis (MD&A)

3.2 RSI data required by GASB 45 regarding post employment benefit plans and GASB 68 regarding pensions.

4. Single Audit of Federal Assistance

The auditor shall complete an audit of the financial and compliance components of the federal grants awards received by the county, in accordance with the provisions of the Single Audit Act; Subpart F of 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). This audit shall include an opinion on the fair representation of the County's Schedule of Expenditures of Federal Awards (SEFA) and certification of the submission of the Data Collection Form (SF-SAC) submitted through the Federal Audit Clearinghouse system.

5. Other Special Audits/Engagements

5.1 Agreed Upon Procedures – HUD Financial Data Schedules (FDS). The auditor shall apply procedures and certain tests for the certification of the County's Housing Authority FDS which is submitted electronically through the Department of Housing and Urban Development's (HUD) Public Housing Assessment System. The FDS is required annually under 24 CFR Parts 901 and 902 Public Housing Assessment System Final Rule. The agreed upon procedures shall include an opinion on the fair representation of the County's FDS.

5.2 Kansas Department For Aging and Disability Services Grants - The auditor shall provide a supplementary opinion on the Schedules of Aging and Disability Services Grants – Comparison of Expenditures to Budget.

C. Required Reports

Upon completion of the audit, the auditor shall issue the following auditors' reports for the County and its component unit:

1. Independent Auditors' Report

On the fair presentation of the financial statements in conformity with generally accepted accounting principles based on an audit of basic and combining financial statements performed in accordance with Government Auditing Standards.

2. Report on Internal Control Over Financial Reporting and Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards.

The auditor shall communicate any deficiencies in internal control and material weaknesses found during the audit. A deficiency in internal control is specifically defined as a deficiency in the design or operation of control that does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material misstatement is defined a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that a material misstatement in the financial statements will not be prevented, detected and corrected on a timely basis.

3. Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Uniform Guidance.

4. Schedule of Findings and Questioned Costs

The reports shall include all instances of non-compliance.

5. Report of Possible Violations of Criminal Statutes in Connection with Financial Affairs

Auditors shall be required to make an immediate, written report of any possible criminal statute violation in connection with its financial affairs. The notification shall include an estimate of the dollar amount involved and a complete description of the violation, including names of persons involved and any action taken or planned to the County's Chief Financial Officer.

6. Kansas Department for Aging and Disability Services grants Comparison of Expenditure to Budget

The auditor shall express a supplementary opinion on the Schedules of Aging and Disability Services Grants – Comparison of Expenditures to Budget.

7. Agreed Upon Procedures Report

A report on the Financial Data Schedule of the Sedgwick County Housing Authority as filed electronically with the U.S. Department of Housing and Urban Development, Real Estate Assessment Center in accordance with 24 CFR, Part 5, Subpart H.

D. Special Considerations

1. Reporting to the CFO

Auditors shall communicate with the County's Chief Financial Officer regarding each of the following:
The Auditor's responsibility under generally accepted auditing standards:

1.1 Significant accounting policies.

1.2 Significant audit adjustments.

1.3 Major issues discussed with management prior to retention.

1.4 Difficulties encountered in performing the audit.

1.5 Management judgments and accounting estimates.

2. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with the generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the Standards for Financial Audits set forth in the U.S. General Accounting Office's Government Auditing

Standards (2011), the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), and provisions of the Kansas Municipal Audit Guide.

3. GFOA Certification of Achievement of Excellence

The County will submit its CAFR to the Government Finance Officers Association (GFOA) of the United States and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting program. The County has received the GFOA's Certificate of Achievement for the past 34 years. The accounting firm will be requested to provide guidance, as needed, to the County to continue to meet the requirements of that program.

E. Working Paper Retention and Access to Working papers

1. All working papers and reports shall be retained, at the accounting firm's expense for a minimum of five (5) years, unless the firm is notified in writing by the County of the need to extend the retention period. The accounting firm shall make working papers available, upon request, to the following parties or their designees:

- Sedgwick County
- U.S. Department of Housing and Urban Development or any future cognizant agencies
- U.S General Accounting (GAO)

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

F. Description of the Government

1. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Office

The Auditors' principal contact with Sedgwick County will be Sara Jantz, Accounting Director, who will coordinate the assistance to be provided by the County to the auditor. A County-wide organization chart is included in the appendices.

2. Background Information

Information on the government and its finances, which includes last year's Comprehensive Annual Financial Report and this year's budget document, can be found on the County's website at www.sedgwickcounty.org/finance.

3. Fund Structure

As of December 31, 2015:

Fund Type	Number of Individual Funds	Number of Annual Budgets Presented in CAFR
General Fund	1	1
Special Revenue	21	11
Debt Service Funds	2	2
Capital Project Funds	8	-
Enterprise Funds	1	-
Internal Service Funds	4	-
Agency Funds	2	-

4. Basis of Accounting

Sedgwick County prepares its budgets on a cash basis that includes encumbrances as the equivalent of expenditures and excludes accrued revenues.

Fund level statements are completed on a modified accrual basis.

Entity-wide statements are on a full accrual basis.

5. Schedule of Expenditure of Federal Awards

Refer to the Appendices for the SEFA for fiscal year ending December 31, 2015.

6. Pension

Sedgwick County participates in a cost-sharing multiple-employer defined benefit retirement plan administered by the Kansas Public Employee Retirement System (KPERs) and Kansas Police and Firemen's Retirement System (KP&F).

7. Magnitude of Finance Operations

The Division of Finance is headed by Chris Chronis, Chief Financial Officer and consists of 33 employees. The principal function performed and the number of employees is as follows:

Function	Number of Employees
Administration	3
Accounting	13
Budget	5
Purchasing	8
Risk Management	4

8. Computer Systems

The County's current accounting system is SAP software. Aumentum software is used for the property tax system.

G. Time Requirements

The selected audit firm shall be prepared to commence preliminary audit work as soon as the contract is approved by Board of County Commissioners. The County will have a significant number of records ready for audit and all management personnel will be available at that time. A schedule for the audit will be prepared by the County's Accounting Department and status meetings will be held periodically. The auditor shall complete its audit work in order to ensure a final report date of March 31 of the following year.

H. Assistance provided to the Auditor and Report Preparation

1. Finance Division and Clerical Assistance

The appropriate accounting and financial administration will be available during the audit to assist the auditor by providing information, documentation and explanations. The preparation of audit confirmations will be the responsibility of the County. Clerical support will be made available to the auditor for the preparation of routine letters and memoranda.

2. Other Assistance

The County shall make available a liaison to assist the firm by providing coordination with individuals and departments, information, documentation and explanations. This individual will also collect statements and schedules prepared by the County.

3. Statements and Schedules to be prepared by the County

The County will assume responsibility for preparation of financial statements and schedules.

4. Facilities for Accounting Firm

The County shall provide the accounting firm with a reasonable work area. The accounting firm shall also be provided access to a telephone line, internet connection within the work area, and photocopying facilities and fax machines with other areas. Specific requirements should be communicated to the County as soon as possible after contract signing so that arrangements can be made.

5. Report Preparation

Preparation, editing and printing of the County's financial statements shall be the responsibility of Sedgwick County. It shall be the accounting firm's responsibility to prepare, edit and print the Single Audit, Management Letter, and Kansas Department for Aging and Disability Services Grant – Financial Report.

V. Proposal Requirements

A. Bond Information

The successful vendor shall agree to provide to the County a performance bond in the amount of \$150,000.00 to guarantee faithful performance of the terms and conditions of this contract. Said bond is to be in the form of either a cashier's check or surety bond in favor of the Board of County Commissioners of Sedgwick County, Kansas

B. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Bodily Injury:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Property Damage:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage \$500,000.00

General Aggregate \$500,000.00

Professional Liability

If required

C. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

D. Contract Period, Termination and Payment Terms

The contract period with the successful bidder shall begin following Board of County Commission approval of the recommended proposal and signed legal contract. The initial contract period will be for three (3) years. The County may, at its own option, extend the contract for two (2) one (1) year periods for the terms and prices proposed or as negotiated. The County reserves the right to accept or reject in part or in total, and/or to provide the format of a contract agreement that is acceptable to the County.

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted proposer to provide acceptable services and reports as delineated in the response to this document, or if determined that services can be provided by County or other sources.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion or delivery of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Receipt of a detailed invoice, emailed to ap_invoices@sedgwick.gov or faxed to 316-941-5127. All Payment and invoice provisions can be found at:
http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

E. Selection Criteria

The selection process will be based on the responses to this Request for Proposal and may include interviews to verify the ability of proposers to provide services/products in response to this document. A review committee will select the proposals that appear most beneficial. Proposers may be asked to provide a presentation to the review committee during the evaluation period. Representatives of affected County divisions will judge each firm's response as determined by meeting the following criteria:

1. Meet all Request for Proposal conditions, requirements and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Propose the services described herein with the most advantageous and prudent methodology and costs to the County
3. Have proven ability to provide high quality workmanship within the specifications, requirements, miscellaneous instructions and conditions as outlined in this and future related documents
4. Meet all minimum firm qualifications as stated below:
 - i. Have a minimum of five (5) years experience providing similar services.

- ii. Provide at least three (3) references verifying exemplary service and at least one must be a government agency. These references **MUST** have received services similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address, length of service provided, and a brief description of products/services provided.
- iii. Have knowledge of and comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.
- iv. Be duly qualified to do business in the State of Kansas upon contract award. Domestic (Kansas) corporations shall furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas in the form of a Certificate signed by the Kansas Secretary of State. In addition, the successful firm shall furnish a Corporate Resolution evidencing the firm's authority to execute the Contract Documents and be legally bound by same.
- v. Must provide secured handling of all County records and materials.
- vi. Identify a single point of contact for concerns and/or questions.
- vii. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide services and/or products.

No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document.

F. Questions and Contact Information

All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at e-mail kara.kingsley@sedgwick.gov. All questions must be submitted in writing by 5:00 p.m. CDT, August 22, 2016. Answers will be provided in written form as an addendum and will be posted on the County website at <https://ssc.sedgwickcounty.org/RFORFPWebApp/RFP2.aspx> by 5:00 p.m. CDT, August 29, 2016. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

G. Tentative Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact Kara Kingsley, kara.kingsley@sedgwick.gov, to confirm any and all dates.

Distribution of Request for Proposal to interested parties	July 15, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	July 29, 2016
Addendum Issued	August 5, 2016
Sealed Proposal due before 1:45pm CDT	August 23, 2016
Evaluation Period	August 23- October 6, 2016
Board of Bids and Contracts Recommendation	October 6, 2016
Board of County Commission Award	October 12, 2016

H. General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

I. Proposal Conditions

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

J. Mandatory Contractual Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

K. Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

PRICING PROPOSAL FORMS

Offers and Schedule of Professional Fees and Expenses for the Audits of the 2016 through 2020 Financial Statements:

ESTIMATED AUDIT HOURS

Partners	
Managers	
Seniors	
Other Supervisory Staff	
Staff	
Other (specify)	

ALL SERVICES DESCRIBED IN THE REQUEST FOR PROPOSAL TOTAL ALL-INCLUSIVE MAXIMUM PRICE

2016 Audit Services	\$
CAFR	\$
OMB Circular A-133	\$
AUP-HUD Financial Data Schedules	\$
SRS Grants	\$

2017 Audit Services	\$
CAFR	\$
OMB Circular A-133	\$
AUP-HUD Financial Data Schedules	\$
SRS Grants	\$

2018 Audit Services	\$
CAFR	\$
OMB Circular A-133	\$
AUP-HUD Financial Data Schedules	\$
SRS Grants	\$

2019 Audit Services	\$
CAFR	\$
OMB Circular A-133	\$
AUP-HUD Financial Data Schedules	\$
SRS Grants	\$

2020 Audit Services	\$
CAFR	\$
OMB Circular A-133	\$
AUP-HUD Financial Data Schedules	\$
SRS Grants	\$

**OFFER AND SCHEDULE OF PROFESSIONAL FEES FOR ADDITIONAL SERVICES IF REQUESTED
BY THE COUNTY**

	2016 Standard Hourly Rates	2017 Standard Hourly Rates	2018 Standard Hourly Rates	2019 Standard Hourly Rates	2020 Standard Hourly Rates
Partners	\$	\$	\$	\$	\$
Managers	\$	\$	\$	\$	\$
Seniors	\$	\$	\$	\$	\$
Other Supervisory Staff	\$	\$	\$	\$	\$
Staff	\$	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$	\$

REQUEST FOR PROPOSAL

#16-0068

Auditing Services

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

____ African American (05) ____ Asian Pacific (10) ____ Subcontinent Asian (15) ____ Hispanic (20)

____ Native American (25) ____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

____ Not Minority -Woman Owned (50) ____ African American-Woman Owned (55)

____ Asian Pacific-Woman Owned (60) ____ Subcontinent Asian-Woman Owned (65) ____ Hispanic Woman Owned (70)

____ Native American-Woman Owned (75) ____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____