

**REQUEST FOR QUALIFICATIONS/PROPOSALS
INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY
OF KANSAS CITY, MISSOURI**

Audit Services

January 13, 2023

The Industrial Development Authority of the City of Kansas City, Missouri, (the IDA) invites you to submit your qualifications and proposal for the **Audit of the Financial Statements of the IDA** for Calendar Years 2022, 2023, and 2024.

The audits are to be performed in accordance with generally accepted auditing standards, the U.S. General Accounting Office's Government Auditing Standards, the Federal Single Audit Act and Amendments and OMB Circular A-133, GASB 34, GASB 54, and FASB, *if applicable*. **The IDA's financial statements are prepared to reflect the modified cash basis financial position of the governmental activities and each fund of the authority. The IDA does not intend, at this time, to adopt a different accounting methodology.**

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing governmental agencies;
- c) The size and organizational structure of the auditor's firm;
- d) A statement of the firm's understanding of work to be performed, including any non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) The proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- g) A description of billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- h) Names of the partner, audit manager, and field staff who will be assigned to our audit, along with their biographies;
- i) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- j) References and contact information from at least 3 comparable audit clients.

Responses should be limited to fifteen (15) pages.

SCOPE OF WORK TO BE PERFORMED

- The accounting firm shall express an opinion on the fair presentation of the IDA's financial statements in conformity with the modified cash basis of accounting and the standards as listed above.
- The accounting firm will be responsible for final preparation of the financial statements for the IDA.
- Nonreportable conditions discovered by the accounting firm shall be reported in separate management letters addressed to the Chair of the IDA Board. These nonreportable conditions shall be discussed with the Controller and Executive Director prior to inclusion in the management letter.
- The accounting firm shall report any reportable conditions in the internal control communication letter.
- The accounting firm shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Executive Director, Controller and Chair of the IDA Board, as appropriate.
- The accounting firm, once all reports are final, shall deliver hard and electronic copies of all reports, internal control communications and management recommendation letters.
- The accounting firm shall, once all reports are final, attend a board meeting of the IDA for purposes of presenting the audited financial statements.
- This section sets forth the minimum requirements and standards to be met by the independent accounting firm in completion of the audit of the IDA's financial statements for the contract period. The accounting firm shall provide at least the minimum services described herein, but the services provided by the accounting firm may include other services offered by the accounting firm in its proposal and shall not be limited by this scope of services.

GENERAL REQUIREMENTS

- All proposals submitted shall remain valid and be binding upon the accounting firm (if accepted by the IDA) for 90 calendar days after the submission deadline date.

- The IDA reserves the right to negotiate any and all elements of any proposal submitted. The decision to retain the successful firm for the audits of FY 2023 and 2024 will be made solely by the IDA.
- No firm shall assign, transfer, or convey any agreement resulting from this RFP/RFQ or its rights, title, or interest therein to any other persons, company or corporation without the previous written approval of the IDA.
- The selected firm shall agree to protect, defend, indemnify, and hold harmless the IDA and its officers, commissions, employees and agents from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omissions or negligent acts of the accounting firm, its agents, employees or representatives, in the performance of the accounting firm's duties under any agreement resulting from award of this proposal.
- All contractual agreements shall be subject to, governed by, and construed in accordance with the laws of the State of Missouri.
- The selected firm shall not in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
- The IDA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. 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 the IDA and the firm selected.
- The accounting firm shall be required to maintain and carry in force for the duration of the contract, insurance coverage of the types and minimum liability limits as set forth below:
 - Professional Liability Insurance (Error and Omissions) - \$1,000,000 minimum coverage per claim and annual aggregate.
 - Comprehensive General Liability - \$1,000,000 minimum coverage per occurrence and \$1,000,000 aggregate, written on an "occurrence" basis.
 - Worker's Compensation and Employer's Liability -
 Worker's compensation Statutory
 Employers' Liability (limits of): \$100,000 each accident

\$500,000 disease, policy limit

\$100,000 disease, each employee

- Automobile Liability - \$1,000,000 per occurrence, covering owned, hired and non-owned automobiles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis.
- The payment schedule is negotiable, although final payment will be held until all reports in their final forms are delivered.
- The prices quoted by the successful firm shall remain firm during the initial contract period. Prices for engagement renewal periods may be negotiated based upon any documented changes in the cost of labor and/or materials.
- New services may be added to the contract upon mutual consent of the contracting parties.
- **The IDA encourages minority and women owned businesses certified by the City of Kansas City, Missouri to submit proposals for this undertaking.**

Please submit your proposal to hbrown@edckc.com

Submissions are due by 4:00 p.m. January 27, 2023. Submissions received after 4:00 p.m. on that date will not be considered. The IDA reserves the right to accept or reject any or all submissions.

Please submit any questions in writing to Heather A. Brown at hbrown@edckc.com.