



# Baker County

*Request for Proposal (RFP)*

*Audit Services*

**Date of Issuance: August 29, 2019**  
**Proposals Due: November 1, 2019**

**Baker County**  
**1995 Third Street Baker City, Oregon**  
**541-523-8209**

*An Equal Opportunity Provider*

## **ADVERTISEMENT**

### **REQUEST FOR**

### **PROPOSALS**

NOTICE IS HEREBY GIVEN that proposals will be accepted for auditing services in accordance with a solicitation issued by Baker County (the “County” or “Baker County”). Information regarding specifications is to be made to Baker County, ATTN: Christena Cook, Administrative Services Director, 1995 Third Street, Baker City, Oregon 97814. Solicitation documents are available beginning August 29, 2019, and a complete RFP is available on the County’s website at <http://www.bakercounty.org>

A qualified, independent, certified, public accounting firm is needed to perform the annual audit of the Baker County financial statements for the fiscal years ending June 30, 2020, 2021 and 2022.

Pre-qualification of proposers will not be required. All proposers are required to comply with the applicable provisions of the Oregon Revised Statutes. Attention is directed to ORS 244, Government Ethics; ORS 279A, Public Contracting; and Oregon Administrative Rules, Chapter 125, Division 300 to 360; Public Contract Exemptions.

Baker County reserves the right to: (1) reject any or all proposals not in compliance with public bidding procedures, (2) postpone an award of the contract for a period of time the County determines reasonable, (3) waive informalities in the proposals, and/or (4) terminate this solicitation at any time without notice.

Dated this August 29, 2019.

Christena Cook  
Administrative Services  
Director

## **INTRODUCTION**

Baker County invites proposals from qualified independent licensed municipal auditors (herein referred to as “auditors”) having sufficient governmental and auditing experience in performing an audit for Baker County with services commencing with the fiscal year ending June 30, 2020.

The RFP is available on August 29, 2019 via the County’s website at [www.bakercounty.org](http://www.bakercounty.org). A copy of the budget and a link to prior year audited financial reports, as they become available, is also available on the Baker County website.

Proposals must be mailed, emailed or hand delivered no later than **4:00 pm on Friday, November 01, 2019.**

Incomplete proposals will not be considered. Proposals must address all of the items listed in this request for proposal and be submitted in a sealed envelope marked “**Audit Services Proposal**” and be addressed to:

Baker County  
Attn: Administrative Services Director  
1995 Third Street  
Baker City, Oregon 97814

Any questions or concerns regarding the RFP must be submitted in writing prior to November 01, 2019 to Christena Cook, Administrative Services Director via email to: [ccook@bakercounty.org](mailto:ccook@bakercounty.org).

Baker County reserves the right to cancel the procurement or reject any or all proposals in accordance with ORS 279B.100. Additionally, Baker County reserves the right to: (1) reject any or all proposals not in compliance with public bidding procedures, (2) postpone an award of the contract for a period of time the County determines reasonable, (3) waive informalities in the proposals, and/or (4) terminate this solicitation at any time without notice.

## **AUDIT OBJECTIVES AND SCOPE OF SERVICES**

Baker County is requesting proposals for the services of a licensed Oregon municipal auditor to conduct the Financial and Compliance Audit of the County’s operations. Services will include, but not be limited to: planning and performing the audit; performing tests of documentary evidence, evaluation of internal controls; review of Management Letter; review of adjusting entries; preparation of a Single Audit in accordance with the Uniform Guidance, preparation and filing of State Documents and review of Year End Financial reports.

- A. The auditing services performed by the auditor shall allow the firm to:
  - Express an opinion on whether the financial statements of the County present fairly the financial position and results of financial operations in conformity with Generally Accepted Accounting Principles(GAAP);
  - Express an opinion as to whether or not the County has complied with laws and regulations that may have a material effect on the audited financial statements; and
  - Issue a letter to management with recommendations and comments.
  
- B. The financial and compliance audit shall apply industry standards for auditing, and shall be made in accordance with all of the following:
  - Generally accepted governmental procedures as prescribed in the American Institute of

CPAs (AICPA) Industry Audit Guide—Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting(GAAFR);

- Generally accepted government auditing standards (GAGAS), Government auditing standards, and Oregon minimum standards;
  - The County’s Annual Financial Report shall conform to reporting standards for government entities as determined by the Governmental Accounting Standards Board (GASB) and or the Financial Accounting Standards Board (FASB), as appropriate.
  - Report on Requirements of the Single Audit Act of 1984 and the Uniform Guidance; and
  - Applicable laws and regulations.
- C. Recommendations based upon the auditing firm’s review of the adequacy of internal accounting controls and other audit investigations shall be made part of a formal management report separate from the financial audit. Such associated costs shall be included in the audit fee. The discussion of these recommendations shall be with the County Administrator and Administrative Services Director.
- D. The auditor shall meet with the Audit Committee prior to the commencement of each audit to discuss the planned approach to the audit work and to provide a list of schedules to be prepared by County personnel prior to the beginning of fieldwork. An exit conference is required of the auditing firm on completion of all fieldwork to inform the County Administrator and Administrative Services Director of pertinent findings. The auditor will be required to present on-site the Audit findings to the County Commissioners during a public meeting.
- E. The County will make available the information and work papers, printed reports and the computer system necessary in conjunction with the financial and compliance audit engagement. Reasonable workspace, tables/desks and chairs shall be made available for audit staff fieldwork to be completed on premise at County Court house and as necessary, other County facilities within the County.
- F. Expectation of services to be provided by auditors not already outlined above;
- Prepare and file all required state and federal documents, if required.
  - Prepare a report on compliance with specific requirements applicable to major federal financial assistance programs, if required.
  - All working papers and reports must be retained, at the auditor’s expense, for a minimum of five (5) years, unless the firm is notified in writing by Baker County of the need to extend the retention period.

## **PROPOSAL REQUIREMENTS**

### **Your proposal must clearly respond to the following:**

1. The firm name and address, and the name and contact information of the primary contact person.
2. Provide a list of the current and prior municipal government audit clients indicating the type(s) of services performed and the number of years for each engagement.
3. Provide a minimum of two references of government audits that are approximately similar in size and structure to the Baker County.
4. A list of partners, managers, and other key staff people who will be assigned to the

- County's account. Indicate their experience in auditing governmental jurisdictions.
5. Include the most recent quality control review report or peer review for the firm.
  6. Disclose any/all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist.
  7. The proposer must state if subcontractors will be used, and provide the above information for each subcontractor.
  8. Estimate the maximum fee associated with your examination and project a maximum annual percentage of increase that is expected for the next three fiscal years.
  9. Include any other information you consider pertinent.

### **SELECTION PROCEDURE**

The County Administrative Services Director, and other County representatives, will screen all written proposals. Interviews may be conducted with the finalists (either in person or off-site interview via video or phone conferencing), and a recommendation will be made to the Board of County Commissioners during a regularly scheduled meeting.

### **EVALUATION CRITERIA**

Proposals will be reviewed based upon the following criteria and scoring system. Firms not meeting the mandatory requirements will not be evaluated or considered further.

#### **Mandatory Elements:**

- Firm is independent and licensed to practice in Oregon;
- The audit manager or partner assigned to do the audit must be a Licensed Municipal Auditor in the State of Oregon;
- Firm has adhered to the instructions of the RFP;
- Firm submits a copy of its last quality review peer report showing no major exceptions.

#### **Technical Qualifications:**

- Firm's past experience in performing municipal audits and the preparation of municipal financial statements and supplementary schedules as set forth in OAR 162-010-0050 through 162-010-0170.;
- Experience of firm's professional personnel to be assigned in auditing relevant government organizations;
- Experience with Single audit compliance;

#### **Cost:**

- Proposed fee for Single Audit in accordance with the Uniform Guidance;
- Proposed fee to audit Financial Statement in accordance with General Accepted Audit Standards;
- Proposed travel costs;
- Fee/Costs for any services beyond the scope of the audit;
- Statement regarding determination of increases in succeeding years should the contract be extended;
- Estimate of hours to be devoted to the Single Audit likewise to the main Audit.

## **CONTRACT TERMS**

If awarded, the audit contract may start as soon as the contract documents are executed. It is the County's intent to negotiate a three (3) year contract. The contract may be extended for one additional period by the parties' mutual written agreement. Either party may cancel the contract by giving written notice to the other party at least ninety (90) days prior to July 1 of the applicable contract year.

## **DISCLOSURE:**

1. Proposers responding to this solicitation do so at their own expense. The County is not responsible for any expenses associated with the preparation of any proposals. The County reserves the right to reject any and all proposals and/or waive any and all formalities if in the County's best interests.
2. If a contract is awarded, the County will award the contract to the proposer whose proposal will best serve the County's interests, taking into account price and various other considerations, including, without limitation, services offered, experience, capability, location and expertise. The County may, at its sole option, either accept a proposer's initial proposal by award of the contract or enter into discussion with the proposer whose proposal is deemed to be reasonably suitable for award.
3. The County reserves the right to make such investigations as it deems necessary or appropriate to determine the ability of a proposer to furnish the required services, and each proposer will furnish all such information for this purpose as the County may reasonably request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the County should not, upon written request, disclose such materials.