

WOODBURY COUNTY, IOWA
REQUEST FOR BIDS/PROPOSALS

(Bid Solicitation Package)

FOR
AUDIT SERVICES



I. Introduction

Woodbury County will receive proposals for audit services relating to a financial and compliance audit of Woodbury County for five (5) years ending June 30, 2016, June 30, 2017, June 30, 2018, June 30, 2019 and June 30, 2020. Information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria and selection information relating to the entity to be audited is part of this proposal.

Sealed proposals (1 original, 5 copies) will be accepted until 4:30 p.m. December 18, 2015, at the office of the Woodbury County Board of Supervisors in Sioux City, Iowa. If mailed, the proposals should be mailed to:

ATTN: Dennis D. Butler, Finance/Operations Controller
Board of Supervisors Office
620 Douglas Street, Room 104
Sioux City, IA 51101

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for audit services and the name of the firm submitting the proposal. Proposals received after 4:30 p.m. December 18, 2015 will not be considered.

The contract for services will be awarded by January 4, 2016.

Further information may be obtained from Dennis D. Butler at (712)234-2910

I. SPECIFIC REQUIREMENTS

- A. The Woodbury County Board of Supervisors reserves the right to reject any and all proposals.
- B. Only proposals received at the location described previously and in the time frame specified previously will be considered.
- C. The original and one copy of the enclosed proposal should be completed and manually signed by a partner of the firm submitting the proposal
- D. The auditing services to be provided shall be performed in accordance with the following.
 - 1. Chapter 11 of the Code of Iowa
 - 2. Generally accepted auditing standards
 - 3. The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
 - 4. The Single Audit Act of 1984 and OMB Circular A-133; Audits of State and Local Governments.
- E. The fees quoted in your proposal and included in the agreement will be the maximum paid per hour and in total, unless an amendment to the agreement is completed in writing by both parties.
- F. The audit report should conform to any standard reporting formats issued by the Auditor of State's office and/or any existing AICPA Audit Guides and the requirements of the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. Beginning with the June 30, 2002 report, the County must conform to the reporting requirements of GASB 34.
- G. The audit report should include a management letter, if appropriate, which includes recommendations affecting the financial statement, internal control, accounting systems and legality of actions.
- H. Bound copies of the report including the management letter will be required to be typed and reproduced by the firm accepting the contract, the County will be responsible for binding and reproducing the report.
- I. Three bound copies of the report, including the management letter, a detailed per diem audit bill and a copy of the news release shall be timely provided to the Auditor of State.
- J. The audit shall be completed by December 31 of the year the audit is being performed unless both parties agree to an extension in writing.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, your proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining your understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to no more than two (2) pages. If a transmittal letter is presented, it should clearly set forth the local address of the firm to be performing the work, the telephone number and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not included, please include on a table of contents the local address of the office to be performing the work, the telephone number and the name of the contact person.

C. Profile of Firm Proposing

1. State whether your firm is a local, national or international firm and a brief description of the size of your firm.
2. State whether your firm is in compliance with the registration and permit requirements to engage in the practice of public accounting within Iowa.
3. Describe the local office firm which the work is to be performed.
 - a. Location of office.
 - b. Current size of the office.
 - c. The size of professional staff by level, such as partner, manager and supervisor, senior and other professional staff.
 - d. The number of CPS's in the office.
 - e. The composition (size, professional designation, experience) of the audit team assigned to the engagement.
4. Any other information required to describe the office which will be performing the work.
5. State the number and percentage of governmental audits performed during the year.
6. State the number of County audits performed during the last three years.
7. Please include a copy of your last peer review opinion letter.

D. Qualifications

1. The audit firm must have performed an audit of one or more counties that are ranked as one of the twenty largest counties in Iowa within the last two years.

II. DATA TO BE INCLUDED IN PROPOSAL (continued)

2. The audit firm must have prepared a CAFR (Comprehensive Annual Financial Report) for a county listed in Item #1 above which received the Certificate of Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA). Please list the counties receiving the award and the fiscal year for which the award was granted.
3. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients which are not governmental clients.
4. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in governmental and auditing during the last two years.
 - d. A statement as to whether the individual is independent as defined by the applicable auditing standards.
5. Describe your firm's policy on notification of changes in key personnel.
6. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
7. Describe the availability of individuals within the firm who are heavily involved in governmental auditing and reporting and with whom the audit team may consult.
8. Briefly describe the firm's system of quality control to ensure that the audit is adequately performed.

E. Scope of Service and Proposed Project Schedule

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be on the date given in the introduction section, including the approximate dates you would perform field work. Office review and report preparation and the latest delivery date of the final report.

F. Fees and Compensation

Provide the following information:

1. Estimated total hours.
2. Estimated out of pocket expenses.

3. The hourly rate by staff classification.
4. The all-inclusive maximum fee and out-of pocket expenses, which will not be exceeded.
5. The frequency and timing of your billing process.

III. Evaluation Criteria

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

Factor

A. Cost

Overall cost, including out-of-pocket expenses for performance of the audit.

B. Qualifications

1. Experience in auditing county government in Iowa.
2. Experience in preparing a CAFR, which was awarded the Certificate of Excellence in Financial Reporting issued by the GFOA
3. GASB 34 education expertise, conversion assistance and ability to issue an opinion under GASB 34 requirements.
4. Organization structure and size of the firm.
5. Organization structure and size of the office performing the work.
6. Recent experience in similar type audits.
7. Qualifications of the audit team and number of individuals experienced in governmental accounting.
8. Individuals with whom the audit team may consult.
9. Understanding of work.
10. Timetable to complete engagement.

C. Proposals

Proposals will be considered for award at a public meeting of the Woodbury County Board of Supervisors. Woodbury County reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met.

IV. ENTITY PROFILE

Woodbury County's main offices are located at 620 Douglas Street, Sioux City, Iowa. There are various satellite offices in various locations in Woodbury County.

Woodbury County Government serves approximately 102,000 residents of the County through a mixture of mandated and non-mandated services. The County is governed by a five member Board of Supervisors elected on a partisan basis for staggered four year terms.

There are nine (9) elected officials, eleven (11) departments and nine (9) Boards. The Board of Supervisors appoints the administration of the nine boards within the County structure. The elected officials, department and boards are listed below:

Elected Officials

Attorney (1)

- Administrative Services
- Criminal Division
- Juvenile Division
- Civil Division

Auditor/Recorder (1)

- Administration
- Claims
- Payroll
- Elections
- Recorder
- Mapping
- Real Estate
- Vital Statistics

Sheriff (1)

- Administration
- Uniform Patrol-Substation
- Grants (Cops)(Law Enforcement Block Grant) (DARE)
- Investigations
- Jail Facility
- Clerical
- Civil Division
- Crime Prevention
- Court Security
- State Forfeitures
- Federal Forfeitures

Treasurer (1)

- Tax Division
- Motor Vehicle Department

Board of Supervisors (5)

- Board Administration
- Public Bidder
- Mail Services
- Medical Examiner
- Building Services
- Emergency/Disaster Services
- General Assistance
- Human Resources
- Juvenile Receiving, Detention

MR/CMI/MR/DD Coordination
Planning/Zoning
Soil Conservation Technician
Roadside Management

IV. ENTITY PROFILE (continued)

Boards and Commissions

Conservation
County Assessor
City Assessor
Siouxland District Health
Veteran Affairs
Woodbury County Information and Communication Commission
Zoning Commission
Board of Adjustments
County Landfill
Cluster Board of Social Welfare
County Extension Officer
Drainage Trustees

Financial reporting, budgeting and record keeping are handled by three separate departments. The County Auditor's office prepares payroll, processes and records all claims and warrants issued in payment of invoices, and monitors compliance of grants. A listing of Federal and State grants received by Woodbury County will be available upon request from the Auditor's office. The County Treasurer's office is responsible for the collection and custody of county funds and various non county trust and agency funds.

Woodbury County maintains its financial records on the GAAP basis using a double entry accounting system. Expenditures for Woodbury County including Boards and Commissions funds for the year ended June 30, 2015 were approximately \$50,961,019. The County had multiple debt service obligations outstanding on June 30, 2015. The Board Administration office maintains copies of legal documents relating to the County's financing.