

CITY OF CHESTERFIELD
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Chesterfield is requesting proposals from qualified firms of certified public accountants to annually audit its financial statements for the fiscal years ending December 31, 2021, through 2025, with the option of annually auditing its financial statements for each of the three subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's Government Auditing Standards, the provisions of the federal Single Audit Act, the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.

There is no expressed or implied obligation for the City of Chesterfield to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be submitted by 12:00 Noon, Thursday, August 12, 2021, addressed to Jeannette Kelly, Finance Director and emailed to her at financedirector@chesterfield.mo.us. All interested audit firms will have access to any proposer's questions, and the answers, which will be posted on the City's website, as will this Request for Proposals.

To be considered, a proposal must be received by Jeannette Kelly at 690 Chesterfield Parkway West, Chesterfield, MO 63017 by 12:00 Noon, Thursday, August 19, 2021. The City of Chesterfield reserves the right to reject any or all proposals submitted.

The Finance Director will evaluate proposals submitted.

During the evaluation process, the City of Chesterfield reserves the right, where it may serve the City of Chesterfield's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Chesterfield, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Chesterfield 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 City of Chesterfield and the firm selected.

It is anticipated the selection of a firm will be completed by August 30, 2021. Following the notification of the selected firm it is expected a contract will be executed between both parties by October 11, 2021.

B. Term of Engagement

A five-year contract is contemplated, subject to the annual review and recommendation of the Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City of Chesterfield and the selected firm), the concurrence of the City Council and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Chesterfield is soliciting the services of qualified firms of certified public accountants to annually audit its financial statements for the fiscal years ending December 31, 2021, through 2025, with the option of annually auditing its financial statements for each of the three subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Chesterfield desires the auditor to express an opinion on the fair presentation of its financial statements of governmental activities, each major fund, and aggregate remaining fund information with generally accepted accounting principles of the United States of America.

The auditor is not required to audit the Management's Discussion and Analysis or Budgetary Comparison Information, but should apply certain limited procedures in conjunction with their presentation of required supplementary information. The auditor is not required to audit the statistical section of the report.

C. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, generally accepted government auditing standards set forth by the Governmental Accounting Standards Board and, should a single audit be required, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2012) and the provisions of the Single Audit Act and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

D. Reports To Be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. Report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. Report on compliance and on internal control over financial reporting based on an audit of general purpose financial statements performed in accordance with government auditing standards.
3. Report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133 and the schedule of expenditures of federal awards.

In the required reports on internal controls, the auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they became aware.

Reporting to the City. Auditors shall assure themselves that the City of Chesterfield is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements

6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

1. The City of Chesterfield will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City of Chesterfield to meet the requirements of that program.
2. The schedule of expenditures of federal awards and related auditor's report (if a Single Audit is required), as well as the reports on the internal controls and compliance are not to be included in the Comprehensive Annual Financial Report, but are to be issued separately, and the auditors will coordinate submission to the Federal Clearinghouse.
3. The City of Chesterfield will require an electronic version of the entire Comprehensive Annual Financial report for posting on the City of Chesterfield's web site.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Chesterfield of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City of Chesterfield.

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.

III. DESCRIPTION OF THE GOVERNMENT

A. Name of Contact Persons/Organizational Chart

The auditor's principal contact with the City of Chesterfield will be Jeannette Kelly, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of Chesterfield to the auditor.

An organizational chart (Appendix A) is attached.

B. Background Information

The City of Chesterfield serves an area of 32 square miles with a population of approximately 47,484. The City of Chesterfield's fiscal year begins on January 1 and ends on December 31.

The City of Chesterfield provides the following services to its citizens:

Legislative	Planning & Development
Administrative	Public Works
Police	Parks, Recreation & Arts
Judicial	

The City of Chesterfield is organized into six departments. The accounting and financial reporting functions of the City of Chesterfield are centralized.

More detailed information on the government and its finances can be found on the City's website in the City's Fiscal Year 2021 budget and its 2020 Comprehensive Annual Financial Report.

C. Fund Structure

The City of Chesterfield uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	<u>1</u>	<u>1</u>
Special revenue funds	<u>8</u>	<u>8</u>
Debt service funds	<u>10</u>	<u>10</u>
Capital projects funds	<u>2</u>	<u>2</u>
Enterprise funds	<u>0</u>	<u>0</u>
Internal service funds	<u>0</u>	<u>0</u>
Expendable trust funds	<u>0</u>	<u>0</u>
Nonexpendable trust funds	<u>0</u>	<u>0</u>
Pension trust funds	<u>0</u>	<u>0</u>
Trust and Agency funds	<u>5</u>	<u>0</u>
Governmental Activities fund	<u>1</u>	<u>1</u>

D. Budgetary Basis of Accounting

The City of Chesterfield prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Federal and State Financial Assistance

During the fiscal year to be audited, the City of Chesterfield anticipates receiving multiple federal and state grants of a currently undeterminable amount.

F. Pension Plans

The City of Chesterfield participates in a money purchase retirement plan (a defined contribution plan) funded through the Empower.

G. Joint Ventures

The City of Chesterfield is part of a public-entity risk pool (SLAIT) to provide health insurance to employees, worker's compensation and general liability insurance.

H. Magnitude of Finance Operations

The Finance Division of the Finance and Administration Department is headed by Jeannette Kelly, Finance Director, and consists of seven (7) employees. The principal functions performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Finance Director	1
Assistant Finance Director	1
Human Resources Manager	1
Employee Services Administrator	1
Business Assistance Coordinator	1
Senior Accountant	1
Accounting Clerk	1

I. Accounting System

The City currently uses an ERP system for accounting, payroll, and document storage (Tyler New World ERP).

J. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Jeannette Kelly at 690 Chesterfield Parkway West, 636-537-4726. The City of Chesterfield will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this

request for proposals. Prior years' Comprehensive Annual Financial Reports and Budgets are on the City's website.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued	July 23, 2021
Due date for questions regarding proposals	August 12, 2021
Due date for proposals	August 19, 2021

B. Notification and Contract Dates

Selected firm notified	August 30, 2021
Contract date	October 11, 2021

C. Date Audit May Commence

The City of Chesterfield will have records ready for audit and all management personnel available to meet with the firm's personnel as of March 21, 2022.

D. Schedule for the 2021 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the City of Chesterfield exercises its option for additional audits).

Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work

The auditor shall complete interim work by February 28, 2022.

2. Detailed Audit Plan

The auditor shall provide City of Chesterfield by December 31, 2021 both a detailed audit plan and a list of all schedules to be prepared by the City of Chesterfield.

3. Fieldwork

The auditor shall complete all fieldwork by no later than March 31, 2022.

- E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the City of Chesterfield exercises its option for additional audits).

At a minimum, the following conferences should be held by the dates indicated on the schedule:

	<u>Week of</u>
Entrance conference with Jeannette Kelly	December 14
Progress conference with Jeannette Kelly	February 15
(The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.)	
Entrance conference with Jeannette Kelly to commence year-end audit work	TBD
Exit conference with Jeannette Kelly	TBD

(The purpose of this meeting will be to summarize the results of the field work and to review significant findings.)

- F. Date Final Report Is Due

The auditor shall review all required supplementary schedules (and statistical data) by May 1, 2022. The City shall provide those reports prior to that date. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Finance Director by May 15, 2022. A revised report, including a draft auditor's report shall be delivered to the Finance Director by May 22, 2022.

The Finance Director will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Director of Finance within two working days. It is anticipated that this process will be completed and the final report delivered by May 31, 2022, including the electronic format for posting to the City of Chesterfield's web site.

The final report and a signed copy should be delivered to Jeannette Kelly, Finance Director, at 690 Chesterfield Parkway West, Chesterfield, MO 63017. An electronic copy should be provided for posting to the City's website.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance and Administration Department and Clerical Assistance

The Finance and Administration Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Chesterfield.

B. Work Area, Telephones and Photocopying

The City of Chesterfield will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to one telephone line and photocopying facilities, within reason.

If in compliance with the then-current government recommendations, the City prefers fieldwork to be performed at City Hall. The auditor's current and expected Covid-19 protocols regarding performing interim and final fieldwork at our location should be provided.

C. Report Preparation

The City may prepare the report and the editing and printing shall be the responsibility of the auditor. See Appendix D.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Jeannette Kelly,
Finance Director
financedirector@chesterfield.mo.us
636-537-4726

CONTACT WITH PERSONNEL OF THE CITY OF CHESTERFIELD OTHER THAN JEANNETTE KELLY, FINANCE DIRECTOR REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received by August 19, 2021 for a proposing firm to be considered:

a. A master copy (so marked) of a Technical Proposal and two copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI-B of this request for proposals and appendices D & E.

v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix B and Appendix C)

b. The proposer shall submit a dollar cost bid (Appendix F) in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR
City of Chesterfield
FOR
PROFESSIONAL AUDITING SERVICES
December 31, 2021

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Jeannette Kelly,
Finance Director
City of Chesterfield
690 Chesterfield Parkway West
Chesterfield, MO 63017

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Chesterfield in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City of Chesterfield as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of the City of Chesterfield as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the City of Chesterfield or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Chesterfield written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Missouri

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information 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.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Missouri. Provide information on the government auditing experience of each person, including work associated with the Certificate of Achievement for

Excellence in Financial Reporting and information on relevant continuing professional education for the past three (3) years, and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Chesterfield. However, in either case, the City of Chesterfield retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the City of Chesterfield

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Chesterfield by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as City of

Chesterfield's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City of Chesterfield's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Chesterfield.

10. Report Format

The proposal should include sample formats for required reports.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should 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 bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Chesterfield will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Chesterfield.
- c. A Total All-Inclusive Maximum Price for the 2021 engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix F) that supports the total all-inclusive maximum price. The cost of special services described in Section II E of this request for proposals should be disclosed separately from the total all-inclusive maximum price for the audit.

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City of Chesterfield for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost bid in the format provided in the attachment (Appendix D). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Rates for Additional Professional Services

If it should become necessary for City of Chesterfield to request the

auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between City of Chesterfield and the firm. Any such additional work agreed to between City of Chesterfield and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Payment-in-full will be made after completion of the engagement in accordance with the firm's dollar cost bid proposal.

VII. EVALUATION PROCEDURES

A. Staff Review

Proposals submitted will be evaluated by the Finance Director and another staff member.

B. Review of Proposals

The Director and staff member will use a point formula during the review process to score proposals. The Director and staff member will first score each technical proposal by each of the criteria described in Section VII-C below. Both will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The City of Chesterfield reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements
 - a. The audit firm is independent and licensed to practice in Missouri
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Chesterfield
 - c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
 - d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications: (Maximum Points - 75)
 - a. Expertise and Experience
 - (1) The firm's past experience and performance on comparable government engagements
 - (2) The quality of the firm's professional personnel to be assigned to the engagement
 - (3) The quality of the firm's management support personnel to be available for technical consultation
 - (4) GFOA Certificate of Achievement experience
 - (5) Single Audit experience
 - (6) References
 - b. Audit Approach
 - (1) Adequacy of proposed staffing plan for various segments of the engagement
 - (2) Adequacy of sampling techniques
 - (3) Adequacy of analytical procedures

3. Price: (Maximum Points - 25)

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Oral Presentations

During the evaluation process, the Director may, at her discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions regarding a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The City Council will select a firm based upon the recommendation of the Finance Director and City Administrator.

It is anticipated that a firm will be selected by August 30, 2021. Following notification of the firm selected, it is expected a contract will be executed between both parties by October 11, 2021.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Chesterfield and the firm selected.

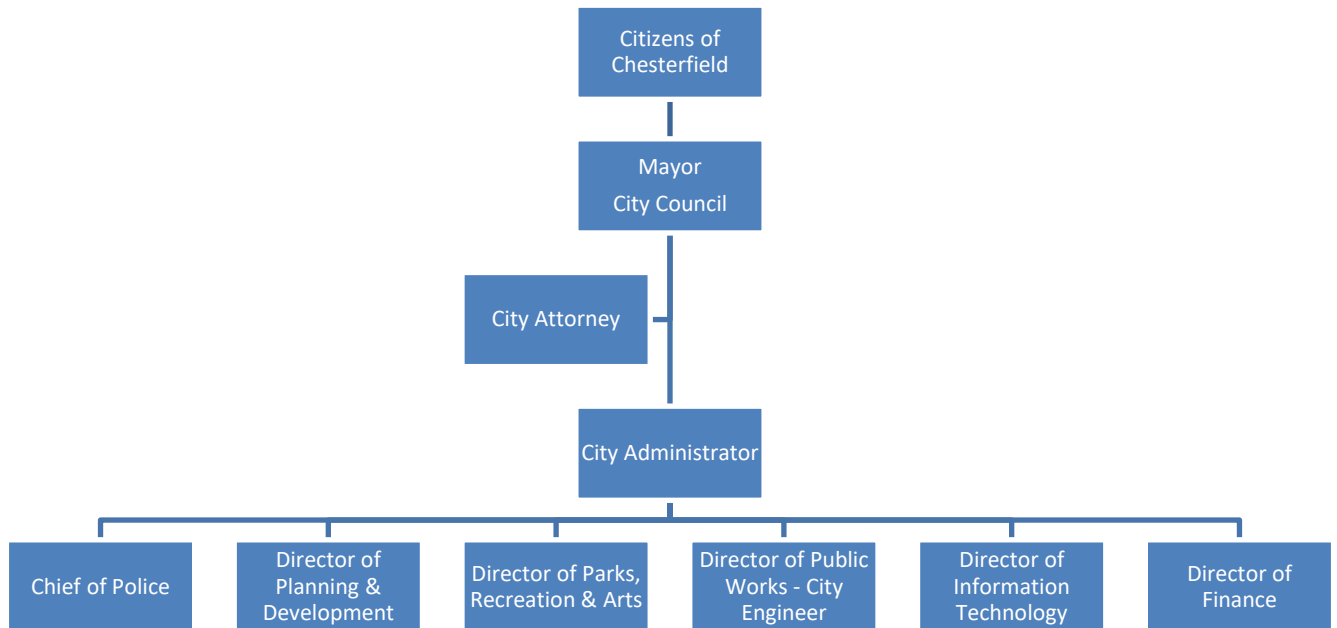
The City of Chesterfield reserves the right, without prejudice, to reject any or all proposals.

APPENDICES

- A. Organizational Chart
- B. Proposer Guarantees
- C. Proposer Warranties
- D. Report Preparation
- E. Chesterfield Valley Transportation Development District
- F. Format of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price

APPENDIX A

Organizational Chart
2021



APPENDIX B

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Missouri laws with respect to foreign corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Chesterfield.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX D

REPORT PREPARATION

In addition to performing the City's audit, the City anticipates the firm with the successful bid to prepare the 2021 Certified Annual Financial Report for submission to the Government Finance Officers Association for its Certificate of Achievement for Excellence in Financial Reporting award. Depending on various circumstances, this may change. Respondents should provide examples of similar report preparation engagements and expertise in this area. Respondents should also separately provide rates for report preparation in Appendix F.

APPENDIX E

CHESTERFIELD VALLEY TRANSPORTATION DEVELOPMENT DISTRICT (THE DISTRICT)

BACKGROUND – In 2005, voters approved the District which represented a joint proposal from the City of Chesterfield and St. Louis County. The District is a distinct and separate political subdivision and its board of directors consists of the County Executive, the Mayor of Chesterfield, and one appointee from each of those two governments (currently, the County Acting Director of Transportation and Public Works, and the City Administrator). The District has contracted with the City of Chesterfield to collect the 3/8 cent sales tax for the District as well as perform accounting functions. As such, the City and the District see a natural incentive to have the successful audit proposal for the City’s services also perform the District’s financial audit, with the same or similar requirements, as appropriate for the services provided. The District does not prepare a Certified Annual Financial Report.

THE DISTRICT - The District is a transportation development district and a political subdivision of the State of Missouri, formed pursuant to The Missouri Transportation Development District Act, Sections 238.200 to 238.275 of the Revised Statutes of Missouri, as amended (the “TDD Act”). The District has an area of approximately 4,700 acres and was formed for the purpose of funding and constructing approximately \$26 mil. in transportation projects. Pursuant to the TDD Act, the District is authorized to impose a sales tax within its boundaries and issue revenue bonds payable from TDD Sales Tax Revenues appropriated for such purpose to pay all or any part of the cost of a “project” under the TDD Act.

FINANCIAL ACTIVITY - The District began assessing and collecting a 3/8 cent sales tax on March 1, 2006. The District is currently funding and constructing transportation projects.

REQUIREMENTS – Respondents should detail their experience working with TDD’s or other special purpose districts. The rate schedules which follow should be completed. Consistent with Appendix D, respondents should provide examples of expertise in both the audit services engagements and the report preparation engagements. Respondents should also separately provide rates for both audit services and report preparation services in Appendix F

APPENDIX F-1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2021 CITY FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2021 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2021 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-2

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2022 CITY FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2022 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2022 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-3

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2023 CITY FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2023 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2023 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-4

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2024 CITY FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2024 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2024 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-5

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2025 CITY FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2025 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2025 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-6

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR A SINGLE AUDIT OF THE 2021 FINANCIAL STATEMENTS, IF NECESSARY

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____

Total for services				_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____

Total all-inclusive maximum price for 2021 single audit, if required				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

APPENDIX F-7

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR A SINGLE AUDIT OF THE 2022 FINANCIAL STATEMENTS, IF NECESSARY

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____

Total for services				_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____

Total all-inclusive maximum price for 2022 single audit, if required				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

APPENDIX F-8

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR A SINGLE AUDIT OF THE 2023 FINANCIAL STATEMENTS, IF NECESSARY

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____

Total for services				_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____

Total all-inclusive maximum price for 2023 single audit, if required				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

APPENDIX F-9

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR A SINGLE AUDIT OF THE 2024 FINANCIAL STATEMENTS, IF NECESSARY

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____

Total for services				_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____

Total all-inclusive maximum price for 2024 single audit, if required				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

APPENDIX F-10

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR A SINGLE AUDIT OF THE 2025 FINANCIAL STATEMENTS, IF NECESSARY

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____

Total for services				_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____

Total all-inclusive maximum price for 2025 single audit, if required				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price

APPENDIX F-11

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2021 DISTRICT FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2021 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2021 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-12

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2022 DISTRICT FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2022 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2022 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-13

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2023 DISTRICT FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2023 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2023 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-14

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2024 DISTRICT FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2024 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2024 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX F-15

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT AND PREPARATION OF THE 2025 DISTRICT FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<u>Audit:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for audit services				_____
<u>Out-of-pocket expenses:</u>				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for 2025 audit				_____
<u>Report Preparation:</u>				
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Total for 2025 report preparation services				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.