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# CITY OF NORMANDY – REQUEST FOR QUALFICATION

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Financial Audit Services for Fiscal Year 2021

APRIL 28, 2022  
CITY OF NORMANDY  
7700 Natural Bridge, St. Louis, MO 63121

**CITY OF NORMANDY REQUEST FOR PROPOSALS (RFP)**

**MUNICIPAL AUDIT SERVICES**

**PUBLIC NOTICE**

The City of Normandy, Missouri is seeking a qualified Accounting Firm to provide Municipal Audit Services for the FY 2021 ending September 30<sup>th</sup>, 2021. Applicants shall demonstrate knowledge with governmental auditing standards and regulations as well as experience verifying compliance with GAAP to satisfy the annual audit requirements of the State of Missouri.

Sealed proposals will be accepted until 10:00am, Monday May 23rd, 2022, at which time there will be a public bid opening will be held at Normandy City Hall, 7700 Natural Bridge Road, Normandy, MO 63121. All bids should be placed in a sealed envelope with “ATTN: City Clerk, Proposal for Audit Services” written on the envelope.

For itemized details of the scope of work, selection criteria, and specific requirements, please refer to the City’s webpage [cityofnormandy.gov](http://cityofnormandy.gov) to get the full bid packet. Any questions relating to the request for proposal are due May 13th. Written questions should be emailed to [samuel.johnson@cityofnormandy.gov](mailto:samuel.johnson@cityofnormandy.gov).

## **Objective and Purpose**

The City of Normandy is seeking financial audit services for the fiscal year ending September 30<sup>th</sup>, 2021, in order to help prepare and verify the accuracy and fairness of financial statements of the City of Normandy consistent with generally accepted accounting principles (GAAP). Furthermore, the City of Normandy is seeking evaluation of current internal controls and recommendations to management on how to improve accounting practices. Most importantly, the City of Normandy is seeking audit services to enhance trust and transparency with its residents.

## **Submission of Proposal**

Sealed proposals will be accepted until 10:00am, Monday May 23rd, 2022, at which time there will be a public bid opening will be held at Normandy City Hall, 7700 Natural Bridge Road, Normandy, MO 63121. All bids should be placed in a sealed envelope with “ATTN: City Clerk, Proposal for Audit Services” written on the envelope. Any questions relating to the request for proposal are due May 13th. Written questions should be emailed to [samuel.johnson@cityofnormandy.gov](mailto:samuel.johnson@cityofnormandy.gov).

## **Scope of Work**

The Scope of Work for the selected respondent shall generally consist of the following:

1. Preparation of audited financial statements for the fiscal year ending September 30, 2021.  
Including:
  - a. Government-wide Financial Statements:
    - i. Statement of Net Position
    - ii. Statement of Activities
  - b. Fund Financial Statements:
    - i. Balance Sheet (governmental funds)
    - ii. Reconciliation of the Government Funds Balance Sheet to the Government-Wide Statement of Net Position
    - iii. Statement of Revenues, Expenditures and Changes in Fund Balances, and Changes in Fund Balances – Governmental Funds
    - iv. Statement of Net Position –Proprietary Funds
    - v. Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds
    - vi. Statement of Cash Flows – Proprietary Funds

2. Investigation, research and answers relating to questions regarding compliance with generally accepted accounting principles.
3. Document review to determine that the City is in compliance with all guidelines and requirements pertaining to all aspects of financial management as set forth by any federal program requirements, the State of Missouri and City of Normandy policies.
4. Review and critique of the City's current budgeting practices as well as internal control policies and procedures around purchasing, financial reporting, and accounting.
5. Assistance in creating new policies to improve internal controls and align practices with generally accepted accounting principles.

### **Selection Criteria**

Submitted proposals will be selected based on the following criteria. Proposals shall be prepared so that response are specifically identified in the same order as the outline below.

1. *Cover Page/Bid Worksheet (see Appendix A)*
  - a. Please refer to Appendix A for the Cover Page Worksheet. Completion of this worksheet is mandatory.
2. *Outline Proposed Services and the Cost Thereof*
  - a. Please provide a letter/outline containing the following information:
    - i. Description of the services proposed and your understanding of the scope of work and requested services.
    - ii. Expectations of the firm of what work will be required of the staff of the City of Normandy to assist in providing the proposed services and any plans you can provide maximize efficiency and cooperation between yourself and the City of Normandy.
    - iii. An outline or schedule of the proposed services including major deadlines and project benchmarks.
    - iv. An estimated cost and pricing information for the services provided. Please include hourly rates for the staff that will be involved with the project and any fees that may be incurred in the course of the project. Please note any alternate or grouped service pricing.

3. *Statement of Qualifications*

- a. Provide a brief explanation of why your firm is qualified to provide financial auditing and ancillary services to the City. Describe the experience of your firm in providing similar services for public and private sector clients.
- b. Please include qualifications and experience of key staff. Please also identify staff and specific personnel who would be assigned to the project and their qualifications.

4. *Clients/References*

- a. Please include a list of organizations your firm has performed financial auditing services for in the past. Experience with auditing municipalities, especially under a population of 10,000, is strongly desired.

The City of Normandy reserves the right to accept or reject all or any part of a submitted proposal, to waive technicalities, and to accept the offer considered to be most advantageous to the City. The City of Normandy also reserves the right to interview, communicate, and negotiate with respondents to the Request for Proposal after sealed bids have been opened.

**General Conditions Governing Responses**

The following terms and conditions, unless otherwise modified by the City of Normandy within this document, shall govern the submission of proposals and subsequent contracts. The City of Normandy reserves the right to reject any proposal that takes exception to these conditions. The City also reserves the right to reject any and/or all proposals and to select from any or all remaining proposals it believes to be the best for the City, whether or not said proposal is the lowest cost.

**Contract**

The contract documents used by the City include the RFP, executed Anti-Lobbying and Collusion Statements, and the respondent's Proposal. In the event that conflicts in language exist between the RFP and the proposal, the provisions of the RFP govern. (If the respondent possesses a standard contract, the respondent may supply said contract for review with their proposal).

**Termination**

The contract derived from this RFP or any part may be terminated by either party by giving thirty (30) days advance written notice to the other party; but if any work or service there-under is in progress, but not completed as of the date of termination, the said contract may be extended upon written approval of the

City until said work or services are completed and accepted. In the event that the agreement is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) days advance notice, then the City shall negotiate reasonable termination costs, if applicable. Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision and termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause. This contract is subject to annual funding by the City of Normandy, Missouri, in accordance with its normal funding practices. In the event funds are not available in full or in part, the contracts shall be cancelled and/or subject to modification to the extent of availability of funds.

### **Assignment or Transfer**

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the proposal or any resultant agreement or its rights, title, or interest, therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.

### **Indemnification and Hold Harmless**

The respondent agrees to indemnify and hold harmless the City of Normandy, Missouri, its agents, officials and employees and to assume all risks, responsibility for death of, injury to or damage to, any person and for loss, damage or injury to any property (together with all expenses, including attorney fees, in defense or prosecution of any action involving any such death, injury or damage), directly or indirectly related to the performance of this work. The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

### **Compliance with all Government Laws**

All contractual agreements shall be subject to, governed by, and construed according to the laws, ordinances, rules, regulations, and orders of the City, County, State, Federal, or any other public bodies, which apply to work performed under this agreement. The City of Normandy is an Equal Opportunity Employer. Every contract undertaken or entered into by the City of Normandy, Missouri, shall comply with the Equal Employment Opportunity regulations.

### **Enrollment in the Federal Work Authorization Program (E-Verify)**

Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

### **Insurance Requirements**

Comprehensive Automobile Liability:

If applicable, \$2,000,000.00 combined single limit.

Workers' Compensation:

If applicable, statutory requirements.

Employers' Liability:

If applicable, \$1,000,000 each employee; 1,000,000.00 each accident; and \$1,000,000.00 policy limit.

**Appendix A – Bid Work Sheet**

**City of Normandy RFP for Financial Auditing Services**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name/Position of Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please have an authorized agent of the responding firm initial the following:

- I understand all information presented in this proposal to be accurate and complete. \_\_\_\_\_
  
- I have read and understood the RFP and the proposal is made in accordance with the contents of the RFP unless otherwise noted in the proposal \_\_\_\_\_
  
- I understand that the cost of submittals and any related expenses, including travel for interviews or inspections, shall be entirely the responsibility of the Proposer. \_\_\_\_\_
  
- The discovery of any significant inaccuracy in information submitted by the Proposer shall constitute good a sufficient cause for rejection of the proposal. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_