

REQUEST FOR PROPOSAL
TO PROVIDE AUDIT SERVICES FOR
Juab County

I. BACKGROUND INFORMATION

The County of Juab currently has the following funds: General, Capital Projects, Risk Management, B Road, Special Events, Municipal Building Authority, Landfill Operation Fund, Landfill Trust Fund, RS2477 Fund, and Convention Bureau Fund. In addition to the funds mentioned, there are additional component organizations that are part of the reporting entity as defined by Governmental Accounting Standards Board (GASB) Statement 14; they are Juab Special District #2, and Juab Special Service Fire District. Juab County uses Caselle Connect software for its accounting applications. Past Juab County Audit Reports are available on the Utah State Auditor Website at: <https://reporting.auditor.utah.gov/searchreport> for review.

Juab County is required by State law to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards. This audit must be submitted to the State Auditor's Office within 180 days after the end of the fiscal year.

II. OBJECTIVE AND SCOPE

A financial and single audit (only if required by audit standards, rules or regulations) is requested for the fiscal year ended December 31, 2017. The audit shall be performed in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the *AICPA Audits of State and Local Governmental Units* audit and accounting guide; and the *Government Auditing Standards*, published by the U.S. General Accounting Office. Federal compliance test work, if required, will be done in accordance with Office of Management and Budget Circular A-133. It is the proposer's responsibility to determine if single audit work is required.

The audit must be completed, and the report issued prior to June 30th of each year. The auditor must deliver copy (copies) of the report to the State Auditor's Office and 20 copies to Juab County.

The successful auditor shall be responsible for drafting, typing, and printing financial statements.

III. REPORT REQUIREMENTS

For financial audits, the auditor shall examine the financial statements and records of the entity and shall issue an auditor's opinion on the entity's financial statements with an in-relation-to opinion on combining and supplementary information, if any. Such financial statements shall be prepared in conformity with generally accepted accounting principles.

The auditor shall issue a compliance report based on an audit of general purpose or basic financial statements and a report on the internal control structure; both in accordance with *Government Auditing Standards*.

The auditor shall prepare and include a statement expressing positive assurance of compliance with State fiscal laws identified by the state auditor and other financial issues related to the

expenditure of funds received from Federal, State, or local governments. *(This statement is in addition to the compliance opinion required as part of a single audit.)*

The auditor shall prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

The auditor shall include the written responses from Juab County for each recommendation included in the state compliance letter and the management letter required by the *State of Utah Legal Compliance Audit Guide*.

(For audits completed in accordance with the Single Audit Act, the auditor shall examine the financial systems and records as they relate to the various federal grants and agreements and shall issue auditor's reports on internal and administrative control and on compliance with federal and state laws and regulations as required by generally accepted auditing standards promulgated by the AICPA.)

IV. AUDIT TERM

If the selected certified public accounting firm performs satisfactorily for the December 31, 2017 audit, it is anticipated that the same firm will be engaged to perform the audit for the succeeding years, subject to an annual evaluation and Juab County Commission appropriation. But, in any event, it will not exceed 5 years.

V. PROPOSAL QUALIFICATION REQUIREMENTS

Interested certified public accounting firms should include the following information in their proposal to perform the audit of the fiscal year ending December 31, 2017.

A. Profile of the Independent Auditor

The profile of the proposers should provide general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The locations of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.
3. A statement on the proposer's staff capability to audit computerized systems.
4. A positive statement that the following mandatory criteria are satisfied:
 - (a) An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of Utah.

- (b) An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the *Government Auditing Standards*, 2003 revision, published by the U.S. General Accounting Office.
- (c) An affirmation that the firm meets the continuing education and external quality control review requirements contained in the *Government Auditing Standards*, 2003 revision, published by the U.S. General Accounting Office.

B. Proposer's Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Résumés including relevant experience and continuing education for the staff auditors up to the individual with final responsibility for the engagement should be included.
2. Describe the recent local office auditing experience similar to the type of audit requested.
3. If other auditors are to participate in the audit, those auditors should be required to provide similar information.

C. Proposer's Approach to the Examination

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the proposer's understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses and a "not-to-exceed" fee for the audit, inclusive of travel, per diem and all other out-of-pocket expenses. As noted in section IV, it is expected that if the selected certified public accounting firm performs satisfactorily for the December 31, 2017 audit, it will be engaged to perform the audit for 5 years. Therefore, the not-to-exceed fee information requested above should be provided on an annual basis for 5 years.

F. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

VI. CONTRACTUAL ARRANGEMENTS

- A. Audit programs, work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by Juab County or government auditor's if requested by them.
- B. Payment for the audit will be made upon receipt of the audit reports required in section III.
- C. County staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit. Abundant advanced notice shall be provided to county offices to prepare such schedules as referred to above in advance of beginning the audit field/test work.

VII. EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

- 1. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed.
 - (a) Appropriateness and adequacy of proposed procedures.
 - (b) Reasonableness of time estimates and total audit hours.
 - (c) Appropriateness of assigned staff levels.
- 2. Technical experience of the firm.
- 3. Qualifications of staff.
- 4. Size and structure of firm, considering the scope of the audit.
- 5. Geographic location of key personnel and responsible office.

B. Cost of the audit

C. Right to Reject

Juab County reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the audit. Proposals shall include the following language and be signed by the prospective proposer: *"Juab County reserves the right to reject any and all bid proposals, including token bid proposals, and to waive any informality of the bid proposal. Juab County reserves the right to not accept the lowest bid proposal for purchases, nor accept the highest bid proposal for property sales, when, in the opinion of the County, a different bid proposal may be in the best interest of the County."*

VIII. SUBMISSION OF PROPOSALS

Six (6) copies of your proposal must be submitted to Alaina Lofgran, Juab County Clerk/Auditor,

160 North Main Street, Nephi, UT 84648-1412 no later than 10:00 am on February 5, 2018 .
Selection of the CPA firm will be made by February 20, 2018 at the latest, and all firms
submitting proposals will be notified as to the selection results. No proposal will be considered
that is not received at or prior to the above time and date.

IX. SOURCES OF INFORMATION

Past Juab County Audit Reports are available on the Utah State Auditor Website at:
<https://reporting.auditor.utah.gov/searchreport> and all proposers shall review the audit report(s)
for purposes of obtaining information necessary to be adequately informed to provide a
competitive bid proposal for audit services.

County Clerk/Auditor Alaina Lofgran, Country Treasurer DeEtte Worthington and
County Administrator Mike Seely can be contacted at: 435-623-3410 for additional
questions regarding the proposal.

FINISHED PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE CLEARLY
ADDRESSED AS FOLLOWS:

Juab County Clerk/Auditor
Sealed Audit RFP 020518
160 North Main Street
Nephi, UT 84648-1412

Please list the following on the lower left hand side of the sealed envelope:

“Sealed Auditor Request for Proposal 020518”