

REQUEST FOR PROPOSAL FOR LOCAL UNIT FINANCIAL AND FEDERAL SINGLE AUDITS

The County of Oceana hereby issues a Request for Proposal (RFP) for the performance of a financial Audit of the various offices, departments, boards and commissions of Oceana County, Michigan, a Federal compliance audit (single audit) and a separate audit report for the Oceana County Medical Care Facility (MCF) for the years ended December 31, 2014, December 31, 2015 and December 31, 2016.

Audit Scope

The scope of the financial audit is all funds and departments of Oceana County as of and for the year ended December 31, 2014, December 31, 2015 and December 31, 2016 except the Oceana County Road Commission.

A list of funds of Oceana County is included in Appendix A.

The scope of the Federal compliance audit (single audit) is all Federal funds expended as stated in Federal Office of Management and Budget (OMB) Circular A-133.

Preparation of Annual F-65 Report

Audit Standards

The 2014 audit of Oceana County shall be performed in accordance with generally accepted auditing standards as contained in the Statement of Auditing Standards of the American Institute of Certified Public Accountants (AICPA), Government Auditing Standards issued by the Comptroller General of the United States, the requirements as detailed in OMB Circular A-133. "Audits of States, Local Governments and Non-Profit Organizations", the AICPA Industry Audit Guide, "Audits of State and Local Governmental Units", and the Michigan Governmental Accounting and Auditing Guide issued by the State of Michigan, Department of Treasury.

Reports Required

- a. The auditor shall render an opinion on the general purpose financial statements prepared in accordance with generally accepted accounting principals, the Statements of the Governmental Accounting Standards Board (GASB) and Michigan Department of Treasury's Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan and OMB Circular A-133.
- b. A schedule of Federal assistance accompanied by the Auditor's report on that schedule.
- c. The Auditor's report on the study and evaluation of internal control in accordance with OMB Circular A-133.
- d. The Auditor's report on compliance in accordance with OMB Circular A-133.
- e. Separate opinion/audit report on the Oceana County Medical Care Facility.
- f. The Auditor shall submit copies of all reports to the Michigan Department of Treasury and submit ten (10) hard copies and **one electronic copy** to the Oceana County Board of Commissioners. The Auditor shall submit the audit reports to the Michigan Department of Treasury no later than June 30, 2015, June 30, 2016 and June 30, 2017, respectively.

Reports on Finding of Suspected Fraud and/or Embezzlement

During the course of an audit, the independent certified public accountant should be constantly aware of the possibility of fraud and/or embezzlement. If the auditor's examination reveals there is a possibility of fraud and/or embezzlement. If the auditor's examination reveals there is a possibility of fraud or embezzlement, an "oral report" should be immediately made to the Deputy State Treasurer in charge of the Local Government Audit Division of the Michigan Department of Treasury. This oral report should be promptly followed up by a written report to the Deputy State Treasurer, disclosing the independent certified public accountant's finding.

Exit Conference

An exit conference will be held by the Auditors with the appropriate officials. The Auditor shall have a draft of the letter of comments and recommendations at the exit conference.

Proposal

The CPA firm's proposal shall be organized as follows:

1. Title Page
 - a. Show the RFP subject, the name of the firm, local address, telephone number, name of contact person, and the date.
2. Table of Contents
 - a. Include an identification of the material by section and by page number.
3. Letter of Transmittal
 - a. Briefly state the proposers understanding of the work to be done.
 - b. State the all-inclusive fee for which the work will be done and include a breakdown between County audit, single audit report, EDC audit and MCF audit.
 - c. State the names of the persons authorized to make representations for the firm, their titles, addresses and telephone numbers.
 - d. State that the person signing the letter will be authorized to bind the proposer.
4. Profile of the Proposer
 - a. State whether the firm is local, regional, national or international.
 - b. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
 - c. Describe the range of activities performed by the local office such as auditing, accounting, tax service or management services.
5. Mandatory Criteria
 - a. Affirm that the proposer is a properly licensed Certified Public Accountant in the State of Michigan. Include a copy of the license.
 - b. Affirm that the proposer meets the independence standard of the GAO Government Auditing Standards.
 - c. Affirm that no work will be subcontracted by the proposer.
6. Summary of the Proposer's Qualifications

- a. Identify the supervisors who will work on the audit. Resumes including relevant experience and continuing education for each person assigned to the audit should be included. The resumes may be included as an attachment.
 - b. List the recent auditing experience of Local Units of Government in Michigan.
 - c. Include a copy of the firm's most recent peer review report.
7. Proposer's Approach to the Examination
- a. Submit a work plan to accomplish the scope defined in the Request for Proposal. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned.
 - b. State whether the examination will be in accordance with generally accepted auditing standards.
 - c. State that the primary purpose of the examination is to express an opinion on the financial statements and that such examination is subject to the inherent risk that errors or irregularities may not be detected. State that if conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, the auditor will promptly advise the County. And finally, state that no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.
8. Compensation
- a. State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee for which the requested work will be done.
9. Time Table
- a. Submit a schedule of dates for:
 - i. Commencement of preliminary field work
 - ii. Commencement of field work
 - iii. Exit Conference and issuance of final report
10. Additional Data
- a. Any additional information considered essential to the proposal should be included in this section. If there is no additional information to present, state "There is no additional information we wish to present".

Submission of Proposals

All proposals are to be submitted to the Oceana County Administrator/Fiscal Officer, 100 State Street, Suite M-4, Hart, Michigan no later than Wednesday, July 9, 2014 at 5:00 P.M. in a sealed envelope clearly marked "Sealed Bids, Oceana County 2014-2016 Audits".

Bid proposals will be opened and read at the Regular Meeting of the Oceana County Board of Commissioners on Thursday, July 10, 2014 at 2:00 P.M.

The Oceana County Board of Commissioners reserves the right to reject any or all proposals submitted, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the County.

The award of the bid will be made to the CPA firm which, in the opinion of the Oceana County Board of Commissioners, is best qualified to meet Oceana County's needs to performing the audit.

Proposals will be evaluated in their entirety and selection of the audit firm will be based on the overall total proposal.

Questions About the Audit

Any questions that may arise concerning the RFP or the financial records of the County of Oceana may be addressed to the Oceana County Administrator/Fiscal Officer, phone 231.873.4835 extension 6702.

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APPENDIX A – Fund List as of 04/24/2014 (may not be all inclusive)

<u>FUND #</u>	<u>FUND NAME</u>
101	General Fund
207	Mill Pond Co Park Improvement
208	Parks & Recreation
210	Ambulance
211	GIS Fund
215	Friend of the Court
218	Animal Care Fund
245	Public Improvement
246	Animal Control Building Improvement Fund
249	Building Department Fund
251	Interim Elderly & Handicap
254	Foreclosure Fund
255	Homestead Denials
256	Automation Fund R.O.D.
259	Emergency Management Medical Reserve Corporation
263	Victim Services Fund
264	Local Corrections Officer Training Fund
269	Law Library
275	Senior Citizens Tax Fund
277	CDBG Fund
287	MCF – Depreciation
290	Oceana-Mason Department of Human Services
292	Child Care
293	Co Dept of Veterans Affairs
294	Veterans Trust
296	Juvenile Justice

320	Criminal Justice Training Fund
352	Hart City Sewer Debt Service
353	Airport Term (97-01) Debt Serv
357	Mason/Oceana 911 Debt Retirement
360	Ambulance Debt Retirement Fund
391	MCF Debt Retirement
401	Capital Projects District Court
403	Capital Projects – Sheriff
405	Capital Projects – Equipment Replacement
512	S.W. Medical Care Facility
	All Tax Revolving Funds
535	Housing Commission
595	Sheriff’s Department Commissary Fund
639	Drain Equipment Revolving
711	Cemetery Trust
721	Library
725	FOC Child Support Deposit Acct
762	Fiduciary Escrow Trust Fund
801	Drain Fund
802	Drain Revolving Fund
843	Crystal Pond Lake IMP Board
844	Hart Lake IMP Board
845	Holiday Lake IMP Board
846	Pentwater Lake IMP Board
847	Silver Lake Lake IMP Board
848	Stony Lake Lake Board
851	Drain Debt Service Fund
891	Drain Construction Fund

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