REQUEST FOR AUDIT PROPOSALS
RFP NUMBER: AUDITS FY '25-27'

Osceola County will receive proposals for audit services relating to the audits for the three fiscal years ending June 30, 2025, 2026, and 2027. Information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited (the Public Safety Commission is to be included as part of the audit engagements) is available upon request from Rochelle Van Tilburg, Osceola County Auditor or on the county website: www.osceolacountyia.gov.

Sealed proposals (three copies) will be accepted until 4:00 p.m. on May 8, 2025, at the **Osceola County Auditor's Office** in Sibley, Iowa. If mailed, the proposals should be mailed to:

Rochelle Van Tilburg
Osceola County Auditor
300 7th Street
Sibley, IA 51249

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed bid proposal for the RFP number indicated above and the name of the firm submitting the proposal.

The contract for services will be awarded by May 27th, 2025. Further information may be obtained from the **Osceola County Auditor at 712-754-2241.**

(County personnel will gather information needed to prepare any confirmations. However, it is the independent audit firm's responsibility for preparing and sending out the information collected. County personnel will not prepare work papers.)

I. SPECIFIC REQUIREMENTS

1. Osceola County reserves the right to reject any and all proposals received.

2. Only proposals received at the location described and in the time frame given will be considered.

3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.

4. The audit shall be performed in accordance with the following:

   U.S. generally accepted auditing standards.

   The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

   The Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.

6. The audit report should conform to:

   Reporting formats specified by the Auditor of State's office.

   AICPA Audit Guides.

   Governmental Accounting Standards Board reporting requirements.

   The requirements of the Single Audit Act Amendments of 1996 Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.

8. Bound copies of the report, including the management letter, in a quantity sufficient to meet the needs of the 10 are required to be provided by the firm awarded the contract. In addition, arrangements to make the report available in electronic format would be appreciated.

9. 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 provided to the Auditor of State upon release of the reports to the entity.

II. DATA TO BE INCLUDED IN PROPOSAL

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

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's 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 not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office 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 submitted, please include on the 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 the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
    a. Location of the office.
    b. Current size of the office.
    c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
    d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

D. Qualifications

1. 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 that are not governmental clients.

II. DATA TO BE INCLUDED IN PROPOSAL

(Continued)

D. Qualifications (continued)

2. 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 accounting and auditing during the last two years.
   d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

E. Scope of Services 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 issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, 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. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. 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.

1. Cost

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

2. Qualifications

   a. Organizational structure and size of the firm.

   b. Organizational structure and size of the office performing the audit.

   c. Recent experience in similar audits.

   d. Qualifications of the audit team.

   e. Individuals with whom the audit team can consult.

   f. Understanding of work and timetable to complete the audit.

IV. ENTITY PROFILE

Osceola County background information

(1) Administrative Information:

- Osceola County is a political subdivision of the State of Iowa and operates under the Home Rule provisions of the Constitution of Iowa. The County operates under the Board of Supervisors form of government. Elections are on a bipartisan basis. Other elected officials operated independently with the Board of Supervisors. These officials are the Auditor, Attorney, Recorder, Sheriff, and Treasurer. Appointed/hired officials and department heads which assist the Board of Supervisors include the Conservation Director, General Relief Director, and Engineer. The County provides numerous services to citizen, including law enforcement, health and social services, parks and cultural activities, planning and zoning, roadway construction and maintenance, and general administrative services.
- The period to be audited are the fiscal years ending June 30, 2025, June 30, 2026 and June 30, 2027.
- Term of contract engagement would cover fiscal years ending June 30, 2025 June 30, 2026, and June 30, 2027.
- All funds and grants required to be audited according to the Government Auditing Standards should be included.
- Description and magnitude of the entity's accounting records are available upon request;
- The County uses Solutions software;
- Prior audit reports and working papers are available upon request.

(2) Work and Reporting Requirements:

- Auditing standards to be followed shall be in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.
- Osceola County will give access to all information, to which it is aware, that is relevant to the preparation and fair presentation of the financial statements, allow access to personnel within Osceola County from whom audit evidence is needed from, however the County will not prepare work papers;
- Osceola County will provide work space if available; copy services will also be available.

- Exit conferences should be conducted with elected officials/department heads.
- Minimum audit requirements under applicable laws such as Uniform Guidance, including the amendments thereto should be followed.

(3) Time Requirements:

- The contract will be awarded by May 27, 2025.
- Records for the audit would be ready three weeks after receipt of information request.
- Fieldwork should be completed before November 15th.
- Working paper retention requirements should be followed by audit firm per U.S. generally accepted auditing standards by auditing firm.
- Working paper availability requirements for cognizant or oversight agency when applicable should also be followed by audit firm per U.S. generally accepted auditing standards.

AGREEMENT BETWEEN

_____

AND

_____

_____

THIS AGREEMENT made and entered into this _____day of _____, 20__, by and between _____, hereinafter called _____ and _____, hereinafter called "CPA."

WHEREAS, the _____ wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6 of the Code of Iowa for the _____year(s) ending June 30, 20__; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. The CPA will:

   A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.

   B. Begin work on the audit as specifically agreed upon with the _____.

   C. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards and applicable federal requirements.

   D. Immediately inform the _____, the Auditor of State and the County Attorney if the audit discloses any significant irregularity in the collection or disbursement of public funds.

   E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the _____.

   F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

   A. It is understood the fees for the services set forth above shall be reimbursed at the following hourly rates:

Classification	Estimated Hours	Hourly Rate

   B. The CPA shall present an invoice for services in the following manner: _____
   _____
   _____.

   C. Payment shall be made within ___ days of receipt of invoice.

   D. The total reimbursement shall not be for more than $_____, except as specifically agreed by the _____ and the CPA.

3. Termination of Agreement:

   A. _____ may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

   B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, _____ and CPA have executed this AGREEMENT as of the date indicated below:

CPA _____

By _____ By _____

Title _____ Title _____

Date _____ Date _____

EVALUATION CRITERIA AND TECHNIQUES FOR RESPONSES TO REQUESTS FOR PROPOSALS

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**

Evaluation Value: 25 points

Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left[\frac{\text{Lowest cost of all bids received}}{\text{Bid cost for this firm}} \right] \times 25$$

Criteria: **QUALIFICATIONS**

Evaluation Value: 75 points

Evaluation Technique: Subjective scoring for the following factors:

Qualification Factor	Possible Points
1. Organizational structure and size of the entire firm (resources available – personnel and research, existence of areas of specialization, commitment to governmental auditing, etc.)	0-5
2. Organizational structure and size of the office which will perform the audit (resources available – personnel and research, existence of area of specialization, commitment to governmental auditing, etc.)	0-5
3. Recent experience in similar audits (involvement in local governmental audits – extensiveness, variety, length of time performing audits, etc.)	0-15
4. Qualifications of the audit team (level of experience as accountants, auditors, governmental auditors, variety of experience, % of time devoted to governmental audits, number of CPAs involved, training, etc.)	0-25
5. Individuals with whom the audit team can consult (level and variety of experience, number of CPAs, training, etc.)	0-5
6. Understanding of work and timetable to complete audit (number of hours, projected timetable, commentary showing understanding of the entity and general knowledge of what is required, etc.)	0-20
Total points - Qualifications	0-75

Each firm's total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.