



City of Edgerton, Kansas

Request for Proposal

Professional Audit Services

June 21, 2021



1. Introduction

The City of Edgerton is seeking proposals for professional audit services. The engagement would be a three (3) year contract with two (2), one (1) year options to renew. Renewal is subject to an annual review, the concurrence of the City Council and the annual availability of an appropriation. The first year of the contract would be for the audit of the City's 2021 financial statements. The renewal options would be for the audit of the 2022 and 2023 financial statements. The City's fiscal year runs January 1 – December 31.

The City of Edgerton, incorporated in 1870, is located in southwest Johnson County, Kansas, and has a population of 1,748. Edgerton is home to Logistics Park Kansas City and the BNSF Intermodal Facility. The City operates under the Mayor-Council form of government with an appointed professional City Administrator. There are five Council members elected at-large to serve staggered four-year terms.

The City provides general services including code enforcement, animal control, community development, street maintenance and parks and recreation, in addition to water and sewer utility operations. The City contracts with the Johnson County Sheriff's Department for police services. Fire services are provided by Johnson County Fire District #1. The City has twenty four (25) authorized full-time positions and three (3) authorized part-time positions.

The City prepares its financial statements on the regulatory basis of accounting per the Kansas Municipal Audit and Accounting Guide (KMAAG). The City uses Computer Information Concepts (CIC) financial software.

2. Services Required

- A. Annual External Audit
 - a. An annual audit of the City's financial records is required by K.S.A. 75-1122 and 75-1123.
 - b. The audit is to be performed in accordance with generally accepted auditing standards as well as the KMAAG.
- B. Single Audit
 - a. The audit is to be performed in accordance with OMB circular A-133 for single audits.
 - b. The City does not receive funding every year that would require a single audit.
- C. Print & Bind Report Copies
 - a. The selected audit firm will be required to provide eight (8) printed copies of the report at the time of presentation to the Governing Body.
- D. Provide an Electronic Version of the Audit Report
 - a. The selected audit firm will be required to provide an electronic version of the audit report in PDF format.
- E. Presentation of Report and Findings to the Governing Body
 - a. The selected audit firm will be required to present the audit report and findings to the Governing Body.
- F. Typical Audit Schedule
 - a. The City has followed the audit schedule listed in the table below. The City is open to variation in the timing of audit related events as long as the final report can be issued/presented at the last Council Meeting in May.

Event	Deadline
List of information needed from the City	No later than January 1st
Complete Fieldwork	No later than March 15th
Draft Report for City Review	No later than April 15th
Final Report and Findings Presented to Council	No later than the 4 th Thursday in May

3. Assistance to be Provided to the Auditor

City staff will be available during fieldwork to provide information, documentation, etc. City staff will provide reports, data and any other information required to complete the audit. The City will provide work space at a City facility for the auditors to use as well as access to phone, internet, copy machine and fax machine.

4. Requirements

- A. Firm must be a licensed CPA firm.
- B. Firm must meet the independence standards listed in the GAO Standards for Audit of Government Organizations, Programs, Activities and Functions.
- C. Firm must be able to perform the audit within the schedule noted above.

5. Information to be Included in the Response to This RFP

- A. Firm Name and address of office that would perform the work.
- B. Phone number and e-mail address of the contact person for the RFP response and process.
- C. Profile of the firm.
- D. Firm's qualifications, including experience auditing governments.
- E. List of staff that would be assigned to the audit and their qualifications.
- F. Statement that the firm is (see Appendix A):
 - a. A licensed CPA firm.
 - b. Meets the independence standards listed in the GAO Standards for Audit of Government Organizations, Programs, Activities and Functions.
- G. Cost Proposal – Please complete Appendix A.
- H. Proposals are due **by 4:30p.m. on Friday, July 23, 2021**. Any proposals received after that date and time will be deemed late and will not be considered.
 - a. An **electronic version** of the proposal must be submitted by email to jvermillion@edgertonks.org
 - b. An optional physical copy of the proposal may also be provided, but an electronic version is still required. Mail or deliver to: City Hall, 404 E. Nelson St, Edgerton, KS 66021. Mark the envelope "Audit RFP."

6. RFP Calendar

Event	Date
RFP Issued	June 21, 2021
Proposals Due	July 23, 2021 by 4:30p.m,
Interviews, if needed	August 2 nd -12 th , 2021
Select Firm to Recommend to Council	By August 26, 2021
Contract to Governing Body for Approval	September 9, 2021

7. Contact Person for this RFP

For questions about this RFP, please contact Justin Vermillion, Accountant, at jvermillion@edgertonks.org or 913-893-6231.

Appendix A

Certification

I hereby certify that _____ (name of firm)

1. Is a licensed CPA firm; and
2. Meets the independence standards listed in the GAO Standards for Audit of Government Organizations, Programs, Activities and Functions.

Signature: _____ Date _____

Printed Name: _____

Cost Proposal

Maximum Price – Regular Audit	
Maximum Price – Single Audit	
Estimated Travel Related Costs (Please provide details)	