



# **NORTHWEST MISSOURI**

## **REGIONAL COUNCIL OF GOVERNMENTS**

### **REQUEST FOR AUDIT PROPOSAL**

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The Northwest Missouri Regional Council of Governments (Regional Council) is seeking proposals for an audit of our agency's financial records for the years ending June 30, 2019, June 30, 2020 and June 30, 2021. **Arthur White and Associates has prepared our audit for many years but has recently informed us that they will no longer be performing audits.** Proposals should be submitted no later than 5:00 p.m. CST on **Wednesday, March 20, 2019**, to: Northwest Missouri Regional Council of Governments, ATTN: Alice Schieffer, 114 West Third Street, Maryville, Missouri 64468 or email Alice Schieffer at [alices@nwmorcog.org](mailto:alices@nwmorcog.org).

#### **BACKGROUND**

The Regional Council is a regional planning commission serving city and county governments in Atchison, Gentry, Holt, Nodaway and Worth counties. Created in 1968 pursuant to the State and Regional Planning and Community Development Act of 1966, the Regional Council contracts and works with multiple funding sources to provide community and economic development assistance, transportation planning, workforce development, grant writing, administrative services, and other types of technical assistance. The accounting system used by the Regional Council is Grants Management System (GMS). **Audited revenues for fiscal year 2017-2018 amounted to \$670,113.**

#### **SERVICES TO BE PERFORMED**

- Annual audit of the financial statements for the years ended June 30, 2019, June 30, 2020 and June 30, 2021 in accordance with Uniform Guidance 2 CFR 200, GASB guidelines and Single Audit Act (if applicable).
- Audit will include the auditor's report, governmental financial statements with appropriate notes, fiduciary net assets report, supplemental schedules of financial awards, and compliance reports on internal controls and indirect cost allocation.
- Audit will be completed no later than **December 1**.

#### **PROPOSAL CONTENT**

- **Executive Summary** – Describe your understanding of the work to be performed and your firm's ability to perform the work within the required timeframe.
- **Service Approach and Timeline** – Describe how your firm will approach the proposed services and the type of assistance that will be required from the Regional Council staff. Also, discuss the communication process used by your firm to discuss issues with the Fiscal Officer and the Board and the expected timeline.
- **Professional Experience** – Describe your firm's qualifications with serving not-for-profit organizations with a similar size and operations. Include a list of the relevant not-for-profit clients your firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.
- **Fees** - Provide your fee for a standard audit and a single audit. Please feel free to include the fees for each of the three years if there is a significant differential in cost from the first year to the subsequent years.

#### **EVALUATION OF PROPOSALS**

While price is an important factor, the Regional Council will evaluate proposals on price and the following criteria:

- Qualifications and prior experience auditing similar organizations
- References
- Completeness and timeliness of the proposal

The auditor will be selected and notified by **April 8, 2019**. The Regional Council reserves the right to reject any or all proposals.

For additional information, contact **Alice Schieffer** at (660) 582-5121 or email [alices@nwmorcog.org](mailto:alices@nwmorcog.org). Upon request, a previous audit can be forwarded to assist you in developing your proposal.

**PHONE: (660) 582-5121 • 114 W. Third • MARYVILLE, MO 64468 • FAX: (660) 582-7264**

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