

**City of Alexandria, Louisiana
Request for Proposal (RFP)
Auditing Services**

**David Johnson
Director of Finance
915 3rd Street
Alexandria, LA 71301**

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INTRODUCTION

The City of Alexandria (“the City”) desires to contract with an independent firm of certified public accountants to provide auditing services for the fiscal year May 1, 2025, through April 30, 2026. The audit is to be performed in accordance with generally accepted auditing standards and compliance guidelines and regulations which include the following:

1. Government Audit Standards
2. The Single Audit Act
3. Uniform Guidance Supplementary Reports
4. AICPA professional standards
5. Provision of Louisiana Revised Statute 24:513
6. Provision of the Louisiana Governmental Audit Guide

The City would like to provide the entity selected the option of extending the contract to cover an additional two years. Entities responding to the RFP may, at their discretion, provide price quotes for those years. Providing quotations for the additional two years is optional and proposals received without price quotes for those years will be accepted. Extension of the contract beyond the initial year will require concurrence of both the City and contracting audit firm.

BACKGROUND

The City of Alexandria is the seat and largest municipality in Rapides Parish, and is the 10th largest city in the State of Louisiana. The 2020 census placed the population at over 45,000. The City is governed by Home Rule Charter and has a Mayor-Council form of government. The Mayor is full-time and serves with five (5) district and two (2) at-large council members. The City has approximately 800 employees.

The City’s financial statements report on three (3) major funds:

General Fund – Accounting for most of the major operation activities of governmental nature; including Police, Fire, Public Works, Finance,

Planning and Community Services. Expenditures and Transfers Out for the fiscal year ended April 30, 2024, totaled \$70.0 million.

General Capital Project – Accounting for capital projects of governmental nature including drainage, parks and street improvements. The primary source of funding is from a portion of the 1976 Sales Tax. Expenditures and Transfers Out for the Fiscal year ended April 30, 2024, totaled \$5.0 million.

Utility System Fund – Accounting for the majority of the City’s enterprise activities, including providing services for electric, water, gas, and wastewater customers. Expenses and Transfers Out for the fiscal year ended April 30, 2024, totaled \$111.1 million.

Prior year audits may be accessed on the Louisiana Legislative Auditor’s website. Current and prior year budgets may be accessed on the City’s website.

SUBMISSION OF PROPOSALS

One (1) original and four (4) copies of the proposal must be received, by hand delivery, mail, or common carrier, **no later than 10:00 a.m. on Tuesday, April 15, 2025**. It is the responsibility of the proposer to ensure that the proposal is received by the City by the date and time specified. Any proposals received after this deadline will not be considered. Proposals should be addressed as follows:

City of Alexandria
Attn: David Johnson, Director of Finance
915 3rd Street
Alexandria, LA 71301

All proposals must bear the name of the entity making the proposal and must have the following clearly written or typed on the face of the envelope or package: “RFP for Auditing Services”. No faxed or emailed submissions will be accepted. All proposals must be signed by a principal of the firm. Only licensed Certified Public Accounting firms who have prior government auditing experience and are approved by the Louisiana Legislative Auditor to perform governmental auditing work should respond to this Request for Proposals.

All questions relative to this Request for Proposals should be directed to David Johnson, Director of Finance, via email at david.johnson@cityofalex.com.

There is no express or implied obligation for the City of Alexandria to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RIGHT TO ACCEPT OR REJECT

The City reserves the right to select the proposal it deems most advantageous, based on cost, responsiveness, qualifications, and other factors it deems relevant. Additionally, the City reserves the right to reject, in full or in part, all proposals submitted, and/or cancel this request for proposals, when such action is in the City's best interest. All contracts are subject to the availability of funds.

PROPOSAL REQUIREMENTS

Audit firms responding to this request for proposals shall, at a minimum, include the following:

I – INFORMATION ABOUT THE FIRM

The audit firm should provide general background information which should include, at a minimum, the following information:

- A. The organization and size of the audit firm and whether it is local, regional, national, or international.
- B. If the audit firm is a small or minority-owned business.
- C. Positive statement that the following mandatory criteria are satisfied:
 1. An affirmation that the audit firm and all assigned key professional staff are properly licensed to practice as certified public accountants in the State of Louisiana.
 2. An affirmation that the proposing audit firm meets the Independence requirements of the American Institute of Certified Public Accountants (AICPA) and the Government Auditing Standards (GAS).
 3. An affirmation that the proposing audit firm meets the continuing education and external quality control review requirements contained in the Government Auditing Standards (GAS).
 4. An affirmation that the proposing firm does not discriminate against any individual because of race regarding consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion or separation.
 5. An affirmation that the proposing firm maintains a prudent level of errors and omissions insurance covering the willful or negligent acts, or omissions, of any officers, employees, or agents thereof.
- D. Signed certifications. (see Appendix A)

II – EXPERIENCE

The City of Alexandria wishes to contract with an audit firm experienced in performing governmental audits. The proposing firm should describe its prior governmental experience, including a separate listing of all governmental engagements (i.e. audit, management advisory services, etc.) provided within the last three years. Specifically reference any governmental audits that included electric, gas, water and wastewater systems. Any additional relevant information may be disclosed as well.

III – AUDIT TEAM

The audit firm should adequately describe the qualifications of staff to be assigned to the audit(s). Descriptions should include:

- A. Audit team makeup. Include audit partners, audit managers, field supervisors, and staff accountants. Identify who the key contact will be and their contact information.
- B. Describe the audit firm’s participation in AICPA-sponsored or comparable quality control programs (peer review). Include a copy of the firm’s most recent Peer Review, the related letter of comments, and the firm’s response.

IV – UNDERSTANDING OF SERVICES TO BE PERFORMED

The audit firm should describe its understanding of the work to be performed, including audit procedures, estimated hours, and other pertinent information. This should be done via a general audit work plan the firm will utilize to accomplish the scope defined in the RFP. The planned usage of a specialist or third party should also be described and must be approved in advance by the City. The plan must include time estimates for and identification of each significant segment of the work and the staff level to be assigned.

V – PRICING

The total all-inclusive maximum price proposed should include all direct and indirect costs, including all out-of-pocket expenses. The City will not be responsible for expenses incurred in preparing and submitting proposals in response to this request. Such costs should not be included in the proposal.

REQUIRED SERVICES

I – SCOPE OF SERVICES

The City of Alexandria is soliciting the services of an independent firm of certified public accountants to perform a financial and A-133 audit of the City of Alexandria.

The audit firm shall perform the examination and express an opinion on all of the City’s funds in accordance with generally accepted auditing standards as set forth by the

American Institute of Certified Public Accountants (AICPA), the standards for financial audits set for the in the U. S. General Accounting Office’s (GAO) Government Auditing Standards, Office of Management and Budget (OMB) Circular A-133, and any specific requirement of grantor agencies. It will be the responsibility of the audit firm to be knowledgeable of the requirement and to submit all applicable report(s).

The audit firm will prepare the following as part of the audit report as prescribed by the Governmental Accounting Standards Board:

1. The Basic Financial Statement
 - a. Government-wide Financial Statements
 - b. Fund Financial Statements
 - c. Notes to Financial Statements
2. Required Supplemental Information (RSI) other than MD&A.
3. Other Supplemental Information

A reconciliation of entity-wide financial statements to individual fund financial statements will be provided to the City.

The audit firm will prepare the Schedule of Expenditures of Federal Awards and all applicable compliance and internal control reviews required by the U.S. General Accounting Office’s (GAO) Government Auditing Standards and OMB Circular A-133, including the Data Collection Form (SF-SAC) and the electronic filing of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.

The audit firm will prepare all working papers related to GASB Statement Number 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement Number 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. GASB Statement Number 87, *Leases*.

The audit firm will review applicable policies, plans, procedures, laws, and regulations and perform tests for compliance with same under the Statewide Agreed Upon Procedures (SAUP).

The audit firm shall meet with the Director of Finance and his management staff to discuss the status of the audit on an as needed basis. These meeting are the opportunity to discuss outstanding items, information requests, potential management comments or audit findings, potential audit adjustments, and estimated completion date.

II – PERFORMANCE OF SERVICES

The audit firm selected will be responsible for assigning an experienced and dedicated team to perform the audit.

- A. The City expects to receive a draft audit and trial balances/grouping schedules for its review at least two (2) weeks prior to the due date. Upon conclusion of

the audit field work, but prior to the issuance of the report, the audit firm shall meet with City personnel to for an exit conference to discuss the audit findings and provide recommendations for improving the City's internal controls. Such observations and recommendations must be summarized in writing.

- B. After completion of the audit, the audit firm may attend a regularly scheduled City Council meeting to discuss the audit
- C. All working papers and reports must be retained at the audit firm's expense for a minimum of five (5) years unless the firm is notified in writing by the City of Alexandria of the need to extend the retention period. The audit firm will be required to make working papers available upon request. The audit firm shall also respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to the matters of continuing accounting significance.

III – DELIVERY SCHEDULE

The following delivery schedule is expected to be met:

- A. The audit must be completed and issued prior to October 31st of each year.
- B. The audit firm shall directly submit all required documents to the Louisiana Legislative Auditor in a timely manner, and by the due date of October 31st. The audit firm will provide documentation of such submission to the City.

Reports may be submitted earlier than the above schedule. However, if the audit firm fails to make delivery of the audit reports within the time schedule specified herein, or if the audit firm delivers audit reports that do not conform to all the provision of this contract, the City may, by written notice of default to the audit firm, terminate the whole or any part of this contract.

IV – PAYMENT

Progress payments may be made during the course of the engagement. Payment will be made when the City has determined that the total work effort has been satisfactorily completed and invoiced as agreed upon.

V – INDEMNIFICATION

The audit firm agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees, from any claims, damages, or actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the audit firm, any services of any kind or nature furnished by the audit firm, provided that such liability is not attributable to the sole negligence of any City employee or failure of City employees to use the

materials, goods, or equipment in the manner described by the auditor or the materials, goods, or equipment delivered.

The audit firm shall pay on behalf of or indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, actions, damages, fees, fines, penalties, defense costs (including attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, collection of attorneys' fees or at the trial level or on appeal), suits or liabilities which may arise out of any actual or alleged negligent act, error, or omission, or default of the audit firm or the audit firm's officers, employees, agents, and subcontractors, if any) performance or failure to perform under the terms of this contract. This indemnification and hold harmless agreement shall survive the termination or expiration of this agreement.

REQUIRED ATTACHMENTS TO THE PROPOSAL

A number of items must accompany the proposal. The specific attachments include:

- A. Signed certifications. See appendix A.
- B. A copy of the most recent peer review, noting if the review included any specific governmental agencies.

PROPOSAL EVALUATION AND SELECTION PROCESS

The following is a general description of the process by which an Audit Firm will be selected:

- A. RFPs will be sent to prospective proposers.
- B. One original and three copies of the proposal will be received from each proposer as described in this RFP. Each proposal shall be signed and dated by an official authorized to bind the firm.
- C. All proposals must be received by the City of Alexandria no later than the date specified in the RFP.
- D. On the date specified for return, the proposal from each responding firm will be opened and the name of the firm recorded. Each proposal will be checked to determine if it is complete and meets the requirements of the RFP.
- E. At its option, the evaluators may request oral presentations or discussions with any or all proposers for the purpose of clarification or amplification of the material presented in any part of the proposal. However, proposers are cautioned that this provision is not mandatory; therefore, all proposals should be complete and concise and reflect the most favorable terms available from the proposer.

- F. Proposals will be evaluated by a City of Alexandria team using the following general criteria:
1. Following proposal submission guidelines, including timeliness, inclusion of all required items, and format of submission.
 2. Past experience and performance on comparable engagements and comments from references.
 3. The qualifications of the audit firm's professional personnel to be assigned to the engagement.
 4. Adequacy of proposed staffing for engagement.
 5. Demonstrated understanding of the City's audit needs and requirements.
 6. Cost of required services to the City of Alexandria.

Furthermore, the City of Alexandria may use other evaluation criteria that, in its sole judgment, are necessary for selecting the best proposer.

- G. Proposers are cautioned that this request is a request for offers, not a request to contract, and the City reserves the unqualified right to reject offers for any contract when such rejection is deemed to be in the best interest of the City.

GENERAL CONDITIONS FOR SUBMITTING OFFERS

AWARD OR REJECTION

All qualified proposals will be evaluated and the award will be made to the audit firm whose combination of cost and technical offers is deemed to be in the best interest of the City. The City reserves the unqualified right to reject any or all offers when such rejection is deemed to be in the best interest of the City.

DECLINE TO OFFER

Any audit firm which received a copy of the RFP and declines to make an offer is requested to send a formal "Decline to Offer" to the issuing office.

COST FOR PROPOSAL PREPARATION

Any costs incurred by proposers in preparing or submitting offers are the proposer's sole responsibility. The City will not reimburse any proposer for any costs incurred prior to award.

ELABORATE PROPOSALS

Elaborate proposals, in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal, are not desired.

REFERENCE TO OTHER

Only information received in response to this RFP will be evaluated. Reference to information previously submitted will not suffice.

SAFEGUARDING OF “CONFIDENTIAL” INFORMATION

Any trade secrets or other data which the proposer does not wish disclosed to other than City personnel involved in the evaluation or contract administration will be kept confidential, if identified as follows:

Each page shall be identified in boldface at the top and bottom as “Confidential”. Any section of the proposal which is to remain confidential should, in addition, be so marked in boldface on the title page of that section. Net cost information may not be deemed confidential.

TITLES

Titles and headings in the RFP, and any subsequent contract, are for convenience only, and shall have no binding force or effect.

TIME AND ACCEPTANCE

Each proposal must state that it is a firm offer which may be accepted within a period of sixty (60) days. Although the contract is expected to be awarded prior to that time, the sixty (60) day period is requested in order to allow for unforeseen delay.

FORM OF PROPOSAL

Each proposal should be submitted in a form which, at the option of the City of Alexandria, may be incorporated verbatim into a contract.

EXCEPTIONS

Any exceptions to terms, conditions, or other requirements in any part of the RFP must be clearly pointed out in a distinct section of the appropriate cost proposal or technical proposal. Otherwise, the City of Alexandria will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance.

ADVERTISING

In submitting its proposal, the proposer agrees not to use the results therefrom as a part of any news release or commercial advertising without written approval of the City of Alexandria.

CONFIDENTIALITY OF PROPOSALS

In submitting a proposal, the proposer agrees not to discuss or otherwise reveal his technical or cost information to any other sources, government or private, until after the award of the contract. Proposers not in compliance with this provision may be disqualified, at the option of the City of Alexandria, from contract award. Only discussions authorized by the City of Alexandria are exempt from this provision.

RIGHT OF SUBMITTED MATERIALS

All responses, inquiries, or correspondence relating to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the proposers, will become the property of the City of Alexandria when received.

COMPETITIVE OFFER

Under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively nor otherwise in violation of federal or state antitrust laws.

PROPOSER’S REPRESENTATIVES

Proposers shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm, as well as to answer questions or provide clarification concerning the firm’s proposal.

REQUEST FOR INFORMATION

All inquiries regarding requirements of this RFP should be directed to:

Mr. David Johnson
Director of Finance
915 3rd Street
P O Box 71
Alexandria, Louisiana 71309
Phone: (318) 449-5091
Fax: (318) 449-5231
Email: david.johnson@cityofalex.com

APPENDIX A

CERTIFICATIONS

On behalf of the audit firm:

1. The individual signing certifies that he or she is authorized to contract on behalf of the firm.
2. The individual signing certifies that the firm is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the firm.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the firm prior to an award to any other potential offeror.
5. The individual signing certifies that there has been no attempt by the firm to discourage any potential firm from submitting a proposal.
6. The individual signing certifies that the firm is a properly licensed certified public accounting firm.
7. The individual signing certifies that he firm meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that no conflict of interest exists between the audit firm or the individuals assigned to the audit and the City of Alexandria.
9. The individual signing certifies that he or she is aware of and will comply with the GAO's Continuing Education Requirements.
10. The individual signing certifies that he or she has read and understands the following publications relative to the proposed audit(s):
 - a. *Government Auditing Standards* (Yellow Book)
 - b. *OMB Circular A-133 – Compliance Supplement*
 - c. *Government Auditing Standards and Circular A-133 Audits* (AICPA Audit Guide)
 - d. *OMB Circular A-87, Cost Principles for State, Local, and Tribal Governments* (Note: A-87 should be listed if funding source contracts require compliance with A-87)

e. *Audits of State and Local Governments* (AICPA Audit Guide)

11. The individual signing certifies that he or she has read and understands all of the information in this Request for Proposal.
12. The individual signing certifies that the firm, and any individuals to be assigned to the audit(s), does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government. (If the firm or any individual to be assigned to the audit(s) has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____.

(Audit Firm Name)

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative)