REQUEST FOR PROPOSALS

The City of Menominee is requesting proposals from certified public accountants to audit its financial statements for the fiscal years ending June 30th of 2018, 2019 and 2020. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, as well as the laws and standards prescribed by the State of Michigan and its Treasurer.

QUALIFICATIONS OF THE AUDITOR.

1) Documentation that the proposed auditor is properly licensed for public practice as a certified public accountant in the State of Michigan.

2) An affirmation that the proposed auditor meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

3) An affirmation that the proposed auditor does not have a record of sub-standard audit work. In addition, must provide list of references of past governmental audit reports prepared by firm.

REQUIRED REPORTS.

1) The audit report shall state that the audit was made in accordance Government Auditing Standards.

2) The audit report shall include at least:

   a) The auditor's opinion on the financial statements and on a schedule of Financial Assistance, showing the total expenditures for each Federal assistance program as identified in the Catalog of Federal Domestic Assistance, and all other Federal programs and grants which have not been assigned catalog numbers.

   b) The auditor's report on the study and evaluation of internal control systems and it must identify the organization's significant internal accounting controls, and those controls designed to provide reasonable assurance that Federal programs are being managed in compliance with laws and regulations. This report must identify the controls, which were not evaluated, and the material weaknesses identified as a result of the evaluation.

      c)   The auditor's report on compliance containing:

           i)   A statement of positive assurance with respect to those items tested for compliance including compliance with laws, rules and regulations pertaining to non-major programs and other items which could have a material effect on financial reports and claims for advances and reimbursements. In addition, the auditor's report must disclose whether the organization has complied with laws and regulations that may have a material effect on each major federal assistance program.

           ii)   A statement of negative assurance on those items not tested.

           iii)   A summary of <u>all</u> (emphasis added) instances of non-compliance, and

           iv)   An identification of total amounts of costs questioned, if any, for each Federal Assistance award as a result of non-compliance.

           v)   Other statements or reports to satisfy state and local government requirements.

TIME REQUIREMENTS.

1) Sealed proposals must be received at the Office of the City Clerk/Treasurer, 2511-10th Street, Menominee MI 49858, marked "AUDIT PROPOSAL" no later than 1:00 p.m. on Thursday, March 29, 2018.

2) The City may request a conference with the proposer prior to award of the contract.

3) Contract shall be awarded not later than April 30, 2018.

4) Field work on audit must be completed by October 31 of each year.

5) Exit conference and review of preliminary audit report shall be held by November 30th of each year.

6) Final submission of audit report to the Office of the City Clerk/Treasurer shall be no later than December 15th.

CONTRACTUAL ARRANGEMENTS.

The payment for services will be rendered upon completion of the audit.

ACCOUNTING SYSTEM.

Auditing services shall include all city funds and/or accounts including boards and commissions.

RIGHT TO REJECT.

The City of Menominee reserves the right to reject any and all proposals submitted and to request additional information if necessary.