

REQUEST FOR QUOTATION
SUBMIT BID TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
Room B-27
Topeka, Kansas 66603

QUOTATION NO.	007-10	VENDOR_____
DATE MAILED	02-25-10	ADDRESS_____
CLOSING	3/25/10 at 2:00P.M.	PHONE_____

THIS IS NOT AN ORDER

1. In communications always refer to the above quotation number.
2. In order to receive consideration, one copy of this request for quotation with your bid properly filled in must be signed and returned by the specified closing date.
3. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Contracts or purchase orders resulting from this quotation may not be assigned without written prior consent of the Purchasing Division.
5. The Purchasing Division reserves the right to accept or reject any part of, or all of, any bid or proposal.
6. All prices quoted are to be less Federal Excise Tax and Kansas Sales Tax.
7. Failure to respond to RFQ may result in termination of future mailings.
8. Price quoted shall remain firm for thirty (30) days after bid closing date.

ITEM AND DESCRIPTION

Shawnee County is soliciting sealed proposals for Audit services for Shawnee County and the County Health Agency, with option to perform cost rate calculations for the Shawnee County Health Agency, per the following minimum specifications.

Bid results will not be given over the telephone. Results may be obtained by attending the public bid opening or by sending a self addressed stamped envelope to the Purchasing Division with your request for bid tabulation.

NOTE: If your company resides in a locale which has a local preference law, please state what that preference is _____. If there is no preference in your locale please answer by stating NONE. FAILURE TO RESPOND TO THIS PART OF THE SPECIFICATION MAY RESULT IN REJECTION OF YOUR BID.

These specifications are guide specifications. Any exceptions to these specifications shall be so noted. The County reserves the right to waive minor technicalities under this specification. Bids on items which are "an approved equal" are encouraged unless otherwise noted. The burden of proof regarding "an approved equal" will be upon the bidder.

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NONDISCRIMINATION: Shawnee County is committed to the concept of equal employment opportunity. All bidders and contractors are expected to comply with the provisions of K.S.A. 44-1030 and 44-1031, copies of which are attached and shall be a part of this contract and other applicable Federal and Kansas laws governing equal employment opportunity.

BID FORMS: Bid forms are to be completed, signed and returned to Shawnee County Purchasing Department, 200 SE 7th St., Room B-27, Topeka, KS 66603. Bids shall be submitted on or before the date and time set for closing of bids. Bids must be securely sealed in an envelope addressed and marked on the outside with the name and address of bidder, quotation number and closing date in the lower left-hand corner. Bids by telephone or telegraph, or facsimile will not be accepted.

SIGNATURE OF BIDS: Each bid must show in the space provided the complete business or mailing address of the bidder and must be signed by him with his usual signature.

CLOSING DATE: Sealed bids will be received until 2:00 p.m. on the scheduled closing date at which time they will be opened and publicly read. Bids received after the scheduled closing time will not be considered. Bids that do not carry proper identification may be rejected. The Purchasing Division will accept no responsibility for the premature opening of a bid not properly identified on the outside of the envelope.

MODIFICATION OF BIDS: Bids already submitted may be modified by letter or telegraph provided modification request is received in the Purchasing Division prior to the time set for closing of bids.

WITHDRAWAL OF BIDS: Bids already submitted may be withdrawn upon proper identification of bidder and provided request is received prior to time of closing. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal after the time set for closing of bids.

NOTICE TO SUCCESSFUL BIDDERS: The successful bidder will be notified by letter or telephone as soon as possible after bids have been opened, tabulated, and analyzed.

NOTICE TO UNSUCCESSFUL BIDDERS: Unsuccessful bidders will not be notified. However, information regarding bids will be available three working days after the bid opening. At that time, the results will be available in the Purchasing Division.

NOTE: In the event that goods or services delivered by the vendor are unsatisfactory and remain unsatisfactory after a notice and an

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opportunity to correct the deficiencies, the County reserves the right to purchase substitute goods or services from the other bidders.

The County is exempt from the payment of Federal and excise taxes and from Kansas sales tax.

All bids received on or before the specified bid closing time and date shall be publicly opened, read aloud and properly recorded on the bid tabulation sheet. Subsequent to the bid opening, all bids shall be thoroughly evaluated and a determination made as to their compliance with applicable specifications. The appropriate County department heads and the architect or engineer as applicable shall make this determination jointly. Upon completion of the above determination, an analysis of all bids submitted shall be prepared and formally presented to the Board of County Commissioners for acceptance and approval of the lowest and/or best bid. The Board of County Commissioners reserves the right to accept or reject any and/or all bids and to waive any irregularities or informalities therein.

If additional information is required, please contact Marti Leisinger, Finance Director @ 785-233-8200 ext. 4307.

Charlene Mischke, Purchasing Director

SHOW TERMS _____

DELIVERY WILL BE MADE _____

F.O.B. _____

SIGNED _____

TITLE _____

PHONE NO. _____ FAX _____

E MAIL _____

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Shawnee County (“The County”) is requesting proposals from Certified Public Accountant firms for the following services: (1) an audit of its financial statements of the County, (2) a separate audit of the Shawnee County Health Agency (“Health Agency”), and (3) the performance of the cost rate calculations for the Health Agency. All three (3) services shall be for the calendar years ending December 31, 2009 and 2010. The County reserves the right to extend the engagement for an additional one (1) year period at renegotiated fees.

The County reserves the right to amend or expand this RFP prior to the due date for proposals. Any such amendment or addendum shall be delivered in writing to all firms or individuals (“Vendor”) who have received a copy of the original RFP. All Vendors shall specifically acknowledge in the proposal all such amendments or addenda; failure to so acknowledge may be grounds for disqualification of the proposal. Unless this RFP is amended or expanded in writing, it will remain unchanged.

ABOUT THE COUNTY

Shawnee County has a three (3) member board of commissioners. Shawnee County maintains approximately 75 Funds. These include budgeted funds in excess of \$100,000,000, as well as, special revenue, debt service, enterprise, and trust and agency accounts. The County employs approximately 1,000 full-time employees and many part-time, temporary, and seasonal employees. The County collects and distributes taxes for all of the approximately 47 taxing authorities and subdivisions located in Shawnee County.

SUMMARY OF SERVICES REQUIRED

The financial audit shall be conducted in accordance with generally accepted auditing standards in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, the provision of the Single Audit act, OMB Circular A-133 and OMB’s Compliance Supplement and the Kansas Municipal Audit Guide. The audit shall include such examinations of the books, procedures and systems, and such tests of records and accounts of the County as shall be necessary for the expression of an opinion on the fairness of the financial statements of the county and on the presentation of the statements in accordance with generally accepted accounting principles.

Vendors must be familiar with GAAP for governmental entities, including GASB Statement 34 and subsequent GASB Statements.

Vendor staff will work closely with the County’s Audit-Finance staff and the financial staff of the Health Agency in the examination of systems of internal control and of the accounting records. In addition, the Vendor will work with the County’s Audit-Finance staff to prepare copies of the financial statements and auditor’s report for submission to the Shawnee County Commission. This would include adjustments (journal entries) needed to convert the financial statements from the cash basis to the modified accrual and accrual basis of accounting. The Vendor will also assist the County in preparation of the County’s Data Collection Form and Reporting Package.

The Vendor’s report must contain an opinion as to whether the financial statements are fairly presented in accordance with GAAP. If an unqualified opinion cannot be expressed, the nature of

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any qualification must be disclosed in accordance with generally accepted accounting standards in the United States of America. A written management letter must also be delivered to the County by the Vendor at the conclusion of the audit.

Perform the Health Agency's cost rate calculations for their Medicaid/Medicare cost reports for the years ending December 31, 2009 and 2010 may also be included.

A draft of the County audit must be complete and delivered to the County Financial Administrator no later than August 2nd of the following year. The Financial Administrator will have thirty (30) days to review the audit and complete the Management Discussion and Analysis. Final audits must be completed, printed with management letters, and delivered to the County no later than September 1st of the following year. If a different Vendor is selected for the Health Agency's audit, the selected Vendor must work with the County's Vendor to meet the specified deadlines.

PROPOSAL FORMAT AND CONTENT

The following information shall be included in the proposal:

A specific list of services to be performed.

A description of the Vendor's organization, including origin, structure, and current operations.

A description of the Vendor's qualifications, including experience in providing similar services.

Information about the Vendor's personnel that would be assigned to the audit, including each person's name and designation of the title, the education and work experience of each, a description of the functions each will perform, and an estimate of how much time each will spend on the audit.

A list of subcontractors, if any, required for the audit.

A reference list of not less than three (3) recent clients of the Vendor, including the name of the client organization, address of the organization, and telephone number of the contact person. Include at least one (1) cost rate calculation performance client (if applicable). Employees and subcontractors of the Vendor may not be listed as references.

A statement addressing the Vendor's timeframe to complete the work required.

A quotation of the fee proposed, stated separately for the audits of each entity (County, Health Agency) of the two (2) years being bid. If the Vendor will give a discount in the event they are awarded both the County and the Health Agency audits, this discount should be identified in the proposal.

A quotation for cost rate calculations for the Health Agency Medicaid/Medicare cost reports for each year. If a discount will be given in the event the Vendor is awarded the Health Agency audit as well as the cost rate calculations, this discount should be identified in the proposal. Vendors may elect to use a subcontractor to perform the cost rate calculation.

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Please list additional services you will provide with no cost to Shawnee County. Examples would include but not limited to: mini audit, special service projects, etc.

SUBMISSION OF PROPOSALS

Three (3) copies of the Vendor's proposal shall be submitted to Shawnee County, Courthouse, 200 SE 7th Street, Purchasing Office Room B-27 on or before 2:00 P.M. on March 25, 2010. Each copy of the proposal shall be signed by an authorized Vendor representative. All copies of the proposal shall be submitted in sealed envelopes addressed to the attention of Marti Leisinger, Financial Administrator, and shall be clearly labeled "Shawnee County". No facsimile transmission of a proposal will be accepted.

Proposals should be prepared simply, to provide a straightforward, concise description of the Vendor's ability to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each proposal must give the complete mailing address of the Vendor, and provide the name of a Vendor contact person. The County has the right to rely on the fee quote of the Vendor.

Vendors shall notify the County immediately if conflicts or ambiguities in this RFP are discovered.

EVALUATION OF PROPOSALS

All proposals received in response to this RFP will be evaluated by the Shawnee County Financial Administrator, the County Clerk, County Treasurer, County Counselor and the Director of the County Health Agency to recommend a Vendor(s) for ratification by the Shawnee County Board of Commissioners no later than April 1, 2010. Evaluations preparatory to such selection and ratification shall be based upon the professional business judgment of the review team.

Consideration of proposals will be focused upon, but not limited to, the following: the Vendor's proposed fee; the Vendor's demonstrated experience in providing similar services to other governmental entities; the commitment of qualified Vendor staff to the audit; compliance with the terms, conditions, and provisions of the RFP; the adequacy and completeness of the Vendor's proposal; and results of the contacts with references supplied by the Vendor. The County reserves the right to request additional information as needed from any Vendor, but is not obligated to request such additional information from all Vendors.

AWARD AND FROM OF CONTRACT

Proposals will be opened for review at 2:00 P.M. on March 25, 2010. At their meeting of February 22, 2010, the Board of County Commissioners authorized the review team to issue an RFP and to subsequently make recommendations to select a Vendor(s). Vendor selection will be ratified no later than the April 8, 2010 Commission meeting (or, in the event the 4/8/10 meeting is canceled, at the next regularly scheduled meeting). The successful Vendor will be notified of the County's selection(s) in writing within ten (10) business days of their selection.

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The successful Vendor(s) will be required to enter into a contract with the County which shall consist of: this Request for Proposal; any amendments or addenda to this RFP; the Vendor's proposal submitted in response to this RFP; a standard audit engagement letter prepared by the Vendor: "Shawnee County Contractual Provision Attachment", a copy of which is attached, and such other attachments as the Vendor and the County may agree.

The contract will be for a two (2) year initial engagement, with the option to renew for an additional one (1) year period at renegotiated fees. The initial engagement period fees shall be for the fixed amounts quoted by the Vendor. The fees for each year in the initial engagement period must be separately stated in the proposal, and those fees are not subject to further negotiation unless extraordinary circumstances arise. The County will accept monthly progress billings for each year's audit, beginning the month following the date of commencement of field work with a final billing to be submitted on or subsequent to the delivery date of the auditor's report. The County will pay progress billings only to a maximum of seventy-five percent (75%) to the total annual fee.

The contract shall begin with the date of award and shall be reviewed annually during the two (2) year initial engagement period. The contract shall not be modified, amended, extended, assigned, transferred, subcontracted or augmented except by written agreement between the County and the Vendor. It is expressly understood that the Vendor and the County are acting in their capacity as independent contractors, and not as agents, employees, partners or associates of one another.

The County shall have the right at all times to inspect or otherwise evaluate all phases of performance under the contract. The Vendor shall retain a copy of the audit programs and supporting work papers for a minimum of five (5) years from the date of the audit report, and the County may review or copy such documents.

The County may terminate the contract at any time if the Vendor fails to carry out the provisions of the contract or to provide service under the contract as specified. The County will provide the Vendor with notice of conditions of unacceptable performance and allow a period of ten (10) calendar days for remedy before termination. If remedy is not affected, written notice of termination, effective immediately, will be provided. A thirty (30) day, written notice of termination for any other reason, by either party, shall be required. The County will be obligated only for those services rendered and accepted before the date of notice of any termination.

GENERAL INFORMATION

Thank you for your review of this RFP. We look forward to receiving your response. Any questions about this RFP may be directed to the Audit Finance Office, to the attention of Marti Leisinger, Financial Administrator. Vendors wishing to make a preliminary examination of the books and records of the County may telephone Ms. Leisinger for an appointment.