



**REQUEST FOR PROPOSAL**

**AUDIT OF FINANCIAL STATEMENTS**

**July 1, 2015 thru June 30, 2016**

Inquiries and Proposals should be directed to:

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South Western Oklahoma Development Authority  
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### **GENERAL INFORMATION**

This Request for Proposal is to contract for an Independent financial and compliance audit for the fiscal year ending June 30, 2016. This proposal includes options for **two** additional years of auditing services. Only Certified Public Accountants licensed in the State of Oklahoma may respond to this Request for Proposal.

**Completed proposals must be submitted and received no later than 12:00 noon on June 30, 2016.**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Bidder and will not be reimbursed by SWODA.

### **PROPOSAL**

It is important that the Bidder's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**Sealed Proposal for SWODA Audit  
12:00 noon - June 30, 2016.**

It is the responsibility of the Bidder to insure that the proposal is received by SWODA by the date and time specified. A contract for the accepted proposal will be based upon the factors described in this RFP. SWODA reserves the right to reject any and all proposals received in response to this RFP.

### **SPECIFIC REQUIREMENTS**

Only proposals received at the location listed herein and in the time frame given will be considered.

#### **Notification of Award**

It is expected that a decision selecting the successful audit firm will be made by the SWODA Board of Trustees at their Board meeting on July 13, 2016. Upon conclusion of final negotiations with the successful audit firm, all firms submitting qualified proposals in response to the Request for Proposal will be informed in writing of the name of the successful audit firm.

#### **Standards**

The audit shall be performed in accordance with U.S. Generally Accepted Auditing Standards, Government Auditing Standards, OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and any successor standards.

**Annual Audit**

The audit must be completed in a timely manner meeting Federal and State deadlines (report must be presented to the SWODA Board no later than the regularly scheduled December meeting on the second Tuesday of the month). Thirty-five (35) bound copies of the report and one (1) "reproducible" electronic version should be delivered by that date. A presentation to the Board of Directors will be made each year by the auditor in charge to SWODA's Board.

**Exit Conference**

An exit conference with the Director of Finance and Executive Director or designee and the firm's representatives will be held annually at the conclusion of the fieldwork.

**Work Papers**

Upon request, the firm will provide a copy of the work papers pertaining to any questionable activities identified in the audit. The work papers should be concise and provide the basis and analysis of the problem.

**Reports**

The audit report should include a management letter, if appropriate, which includes recommendations affecting the financial statements, internal control, accounting systems, compliance with OMB Circulars, and legality of actions.

Thirty-five bound copies of the report, including the management letter, should be typed and reproduced by the firm accepting the contract.

**DATA TO BE INCLUDED IN PROPOSAL**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

**A. Letter of Transmittal**

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

## **B. Profile of Firm Proposing**

State whether the firm is a local, national, or international firm and include a brief description of the size of the firm.

State whether the firm is in compliance with the registration and permit requirements to engage in the practice of public accounting in Oklahoma.

Describe the local office from which the work is to be performed.

Location of office.

Current size of the office.

The size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.

The number of CPA's in the office.

Any other relevant information necessary to describe the office that will be performing the work.

## **C. Qualifications**

Describe the recent local office auditing experience with similar audits to which the proposal relates. If appropriate, include regional experience in auditing of similar entities.

Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:

- The amount of experience the individual has in the auditing profession.
- A summary of similar audits the individual has worked on.
- A summary of the continuing professional education the individual has in government accounting and auditing during the last two years.

Provide a listing of the number of professionals in the office who are experienced in government auditing.

Briefly describe the firm's system of quality control to ensure the audit is adequately performed.

Include a copy of the firm's latest peer review report.

Include three audit client references including at least two governmental entities references if available.

## **D. Scope of Services and Proposed Project Schedule**

Briefly describe the firm's understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work including the approximate dates the firm would perform field work, office review, and report preparation and the latest anticipated delivery date of the final report.

## **E. Fees and Compensation**

Provide the following information:

1. Estimated total hours to complete the audit.
2. Estimated out-of-pocket expenses.
3. The all-inclusive maximum fee annually and out-of-pocket expenses, which will not be exceeded.

## **EVALUATION CRITERIA**

The proposal will be evaluated based upon the following areas. Therefore, it is important that the proposal be responsive to data requested.

## **FACTORS**

### **1. Qualifications**

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the work.
- c. Recent experience in similar audits.
- d. Qualifications of the audit team and number of individuals experienced in government auditing.
- e. Understanding of the work and timetable to complete the engagement.

### **2. Price**

Overall price including out-of-pocket expenses for performance of the audit.

### **3. Submission of Proposals**

All submissions shall include 3 copies of the firm's proposal. These documents will become part of the agreement between the firm and SWODA.

#### **4. Evaluation**

Evaluation of each proposal will be based on completion of proposal response, qualifications and price.

#### **5. Review Process**

SWODA may, at its discretion, request presentations by or a meeting with any or all firms to clarify or negotiate modifications to the firm's proposal. However, SWODA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. SWODA contemplates award of the contract to the responsible firm with the highest ranking.

#### **SWODA**

The South Western Oklahoma Development Authority was created through local initiative in order for the participating units of government to join together, through a cooperative effort, to increase their capacity for problem solving, increased efficiency of local resources, and for progressive planning and development activities.

SWODA was organized on December 10, 1970, as a public trust pursuant to Title 16 O.S. 1961, Section 176, et seq., as amended and supplemented; the Inter-local Cooperation Act, Title 74, O.S. Supp. 1970, Section 1001-1008, inclusive; the Oklahoma Trust Act, and other applicable statutes and laws of the State of Oklahoma.

Jurisdictional boundaries for SWODA were delineated by the Oklahoma Industrial Development and Park Commission on December 9, 1970, and encompass Beckham, Custer, Greer, Harmon, Jackson, Kiowa, Roger Mills, and Washita counties. On July 1, 1971, SWODA began operation.

SWODA serves eight counties, 48 cities and towns, and ten conservation districts. From these governmental units and other population segments in the region, representatives are elected to serve on SWODA's board. Members of the SWODA Board of Trustees are elected in accordance with the trust indenture and by-laws. Trustees are the policy officials and governing body of the organization.

#### **Programs/Contracts/Grants:**

To review SWODA's programs and grants please refer to the electronic copy of SWODA's most recent audit report. (An electronic copy of SWODA's audit report can be found on our website at [www.swoda.org](http://www.swoda.org) at the bottom of the home page.) If you have additional questions, please contact Michael Ryburn, at 580-562-4882, extension 131 or [michael@swoda.org](mailto:michael@swoda.org).

**Assistance to be provided to Auditor:**

The Finance Department staff and responsible management personnel will be available during the audit to assist the Auditor by providing information, schedules, documentation and discussion of audit related activities.

SWODA utilizes Blackbaud's Financial Edge accounting software, and staff are versed in the use of Microsoft excel spreadsheets as well as Microsoft word. SWODA recognizes that reconciliation of accounts and preparation of schedules for our auditors makes the audit process run more efficiently and helps to control costs. We make a diligent effort to prepare client working papers to save our auditors time and effort.

The staff of SWODA will provide the following statements and schedules for the auditor prior to, or at the start of fieldwork.

Consolidated and detailed trial balances.

Reconciliations of all balance sheet accounts with supporting documentation.

Detail aging of accounts receivable balances.

Detail of accounts payable balances.

Capital asset schedules detailing depreciation, acquisitions, & deletions.

Detail reconciliations of investment activity (CD's).

Notes payable schedules of activity and maturity.

Schedule of Expenditures of Federal and State awards for the single audit report.

Copies of all grants and contracts in effect during the audit period.

Schedule of insurance coverage.

Schedule of security pledges for collateral.

Other schedules or documentation as necessary.