



**Title:** Authorization to Issue a Request for Proposals for Audit Services

**Resolution number:** 24-049

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**Reviewed by:** Name: Tessa Vacek, Administrative Services Manager

**Past Board action:** September 22, 2022: Selection of Vendor and Authorization to Enter into a Contract for Audit Services

**Summary:**

Pursuant to Minnesota Statutes 103B.227, a watershed district is required to solicit interest proposals for professional services at least every two years. The request for proposals (RFP) will be distributed to qualified companies in the Twin Cities metro area and posted on the MCWD and League of Minnesota Cities websites.

**Project timeline:**

Week of Sept 16	RFP issued and posted to District website
October 11	Submission deadline
November 7	Staff recommendation to the Board of Managers
December 6	Signed contract in place

**Supporting documents (list attachments):**

RFP – audit services



**RESOLUTION**

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- WHEREAS, pursuant to Minnesota Statutes 103B.227 at least every two years a watershed district is required to solicit interest proposals for professional services before retaining the services of a consultant or extending an annual service agreement;
- WHEREAS, the District must retain professional services annually for the performance of a District financial audit;
- WHEREAS, the District last solicited interest proposals for financial audit services on June 9, 2022, for audit services for fiscal years 2022 and 2023; and
- WHEREAS, District staff have prepared, and the MCWD Board has reviewed, the Request for Proposals for Audit Services;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to issue a request for proposals for financial audit services.

Resolution Number 24-049 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. 09/12/2024.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

**REQUEST FOR PROPOSALS  
AUDIT SERVICES**

**Scope of Work to be Performed**

The Minnehaha Creek Watershed District (MCWD or the District) is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2024 and 2025. The audit is to be performed in accordance with the provisions contained in this request for proposals and all applicable legal and professional standards. It is further anticipated that the firm selected shall provide audit adjustment notations as needed, and advise as to procedural changes for the betterment of the financial record-keeping of MCWD. These services shall be included in the proposal as incidental to the audit.

**Proposal Requirements**

**Executive Summary**

Describe your understanding of the work to be performed and your overall audit philosophy and how this will benefit MCWD. Also, describe your firm's philosophy and practices as to communications with clients throughout the year.

The firm is also required to submit a copy of its most recent external quality control review, with a statement as to whether that quality control review included a review of specific government engagements. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

**Auditing Standards to be Followed**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U. S. General Accounting Office's Government Auditing Standards.

**License to Practice in Minnesota**

The proposal must state that the firm and all assigned key professional staff are properly registered and licensed to practice in Minnesota.

**Audit Approach and Timeline**

Submit a work plan to accomplish the scope of services required. The work plan should include time estimates for each significant segment of the work and the staff level position for each element of the work. Anticipating a final audit submission to the MCWD Board of Managers the last week of April for each audit year, include in the timeline approximate dates the MCWD should expect: 1) pre-audit discussion meeting with staff; 2) materials collection start and end dates; and 3) audit findings meeting pre-board presentation. Work plan should also include:

1. Sample size and the extent to which statistical sampling is to be used
  - a. Approach to be taken in drawing audit samples for purposes of tests of compliance
2. Type and extent of analytical procedures to be used
3. Approach to be taken to gain and document an understanding of MCWD's internal control structure
4. Approach to be taken in determining laws and regulations that will be subject to audit test work

### **Identification of Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from MCWD.

Describe the specific audit approach that will be used to ensure that your auditors cover all pertinent areas. Explain your approach to educating our staff on how to prepare for the audit and the completeness of your pre-audit documentation requests. Provide a detailed timetable by phase for the audit to show how you plan to meet the deliverables within the timeframe allotted.

### **Professional Experience**

Describe recent auditing experiences similar to the type of audit being requested. Include a reference list of local government audit clients.

1. Identify the partner, audit manager, and supervisors who will work on the audit. Include:
  2. Name
  3. Position
  4. Number of years with your firm
  5. Number of years performing governmental audits
  6. Year in which the individual last performed a governmental audit
  7. Indicate if individual is a GFOA Certificate Reviewer

Resumes including relevant experience and continuing education for each individual assigned to the audit should be included. Discuss your commitment to staff continuity and include your staff turnover in the last five years.

For the firm, identify:

1. Number of positions by category (i.e. partners, seniors, juniors, support staff)
2. Number of licensed CPAs by category (i.e. partners, seniors, juniors, support staff)
3. Number of individuals by category (i.e. partners, seniors, juniors, support staff) providing greater than 500 hours of governmental audits in the last 3 years

### **Pricing**

Proposal should contain all pricing information relative to performing the audit as described in this request for proposal. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure. Additionally, if the pricing may be affected by the timing of the audit, please provide alternative pricing.

MCWD will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

### **Oral Presentation**

At the discretion of MCWD firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

### **Reports to be Issued**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

1. An Independent Management letter.
2. A report consisting of the Annual Financial Statements and Supplemental Information.
3. Combined and individual fund statements.
4. A report on compliance with requirements applicable to each major program and on internal control over compliance based on an audit of financial statements.
5. A summary schedule of prior audit findings.
6. A report on compliance with applicable laws and regulations.

The auditor shall communicate in a letter to the District Administrator any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the reports. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the District Administrator, which shall be referred to in the report(s) on internal controls. If applicable legal or professional requirements differ from what is stated in this section, please describe these and they shall govern.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the MCWD's Board.

### **Evaluation Criteria**

Cost will be a factor in the selection of an audit firm, however price will not be the sole determining factor in the selection process. MCWD will use the following criteria in selecting the best qualified firm:

1. The firm has no conflict of interest with regard to any other work performed by MCWD.
2. Knowledge of generally accepted accounting principles, auditing standards, financial policies, and procedures as applicable to governmental entities. The audit firm is independent and licensed to practice in Minnesota.
3. Prior experience in auditing financial statements of similar sized or larger governmental agencies in Minnesota.
4. Proposing Firm's approach to the examination and the work plan for accomplishing the scope of services required in the RFP.
5. The quality of the firm's professional personnel to be assigned to MCWD and availability of trained personnel and technical resources required for conducting the audit and for providing consultation on accounting and other technical matters as needed by MCWD.

### **Proposal Submission**

Submit proposal electronically to [officeadministrator@minnehahacreek.org](mailto:officeadministrator@minnehahacreek.org) by 4:00 PM, October 11, 2024.

The District will handle submittals in accordance with §13.591, subdivision 3(b), of the Minnesota Data Practices Act.

MINNEHAHA CREEK WATERSHED DISTRICT PROPOSER GUARANTEES

Proposer warrants that it is willing and able to comply with State of Minnesota laws.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of MCWD.

Proposer certifies that it can and will provide and make available at a minimum, all services set forth in this proposal.

Proposer warrants that all information provided in connection with this proposal is true and accurate.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm