



ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES
March 12, 2018**

**4205 North Lincoln Boulevard
OKLAHOMA CITY, OK 73105
(405) 234-2264 FAX (405) 234-2200**

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ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Association of Central Oklahoma Governments is requesting proposals from qualified firms of certified public accountants to audit the financial statements of the Association of Central Oklahoma Governments (Association) and the 9-1-1 Association of Central Oklahoma Governments (9-1-1 Association) for the fiscal year ending June 30, 2018, and with the option for each of the four (4) subsequent fiscal years.

The Association's audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the U.S. Government Accountability Office's (GAO) *Government Auditing Standards* (Dec. 2011), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and the provisions of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

The 9-1-1 Association's audits are to be performed in accordance with generally accepted auditing standards and the standards for financial audits set forth in the U.S. Government Accountability Office's (GAO) *Government Auditing Standards* (Dec 2011).

There is no expressed or implied obligation for the Association to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

There will be no preproposal conference. Any inquiries concerning the request for proposals should be directed to Deborah C. Cook, Director of Finance, at (405) 234-2264 or email: dcook@acogok.org.

To be considered, one (1) master and four (4) copies of a proposal must be received by Deborah C. Cook, Director of Finance, at 4205 North Lincoln Boulevard, Oklahoma City, OK 73105 by 5:00 p.m. on April 6, 2018. The Association reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by a committee composed of members of the Association's Board of Directors and management. This committee will recommend its selection to the Association's Board Directors for its approval.

During the evaluation process, the Association reserves the right, where it may serve the Association's best interest, to request additional information or clarifications from proposers, or to allow corrections of

errors or omissions. At the discretion of the Association, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

However, the Association also 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, which the offeror can propose.

The Association reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. All submissions received are subject to the State of Oklahoma's open records' laws and regulations. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Association and the firm selected.

It is anticipated the selection of a firm will be completed by April 25, 2018. Following the notification of the selected firm it is expected a contract will be executed between both parties by June 30, 2018.

B. Term of Engagement

A one-year contract with the option for each of the four (4) subsequent fiscal years is contemplated, subject to the subsequent annual review and recommendation of the Association's Budget Committee, the satisfactory negotiation of terms (including a price acceptable to both the Association and the selected firm), the concurrence of the Association's Board of Directors and the annual availability of an appropriation.

C. Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the Association.

II. NATURE OF SERVICES REQUIRED

A. General

The Association is soliciting the services of qualified firms of certified public accountants to audit the financial statements of the Association of Central Oklahoma Governments (Association) and the 9-1-1 Association of Central Oklahoma Governments (9-1-1 Association) for the fiscal year ending June 30, 2018, and with the option for each of the four (4) subsequent fiscal years. These audits are to be performed in

accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The Association desires the auditor to express an opinion on the fair presentation of the Association's and the 9-1-1 Association's governmental activities, each of their major funds, and their aggregate remaining fund information in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the Association's schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the Association's audits shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards* (Dec. 2011), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The 9-1-1 Association's audits 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. Government Accountability Office's *Government Auditing Standards* (Dec. 2011).

D. Reports to be Issued

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

1. Independent Auditor's Report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
2. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. Independent Auditor's Report on Compliance for each Major Program and on Internal Control Over Compliance Required by

the Uniform Guidance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance.

4. Schedule of Findings and Questioned Costs.

Following the completion of the audit of the 9-1-1 Association's fiscal year's financial statements, the auditor shall issue:

1. Independent Auditor's Report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
2. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

In the required reports on compliance and internal controls, the auditor shall communicate any significant deficiency or material weakness found during the audit. A *significant deficiency* shall be defined as a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected. A *material weakness* shall be defined as a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected. Significant deficiencies that are also material weaknesses shall be identified as such in the report.

Control deficiencies discovered by the auditors that are neither significant deficiencies nor material weaknesses shall be reported in a separate letter to management, which shall be referred to in the report[s] on compliance and internal controls. A *control deficiency* shall be deemed to have occurred whenever the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

The reports on the Association's compliance and internal controls shall include all instances of noncompliance.

The report on the 9-1-1 Association's compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls

Irregularities and illegal acts. 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 following parties:

1. The Executive Director of the Association
2. The Association's and/or 9-1-1 Association's Board of Directors

Reporting to the Board of Directors. Auditors shall provide the required written communications to the Association's and 9-1-1 Association's Board of Directors concerning:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Auditor's judgments about the quality of the entity's accounting principles
6. Other information in documents containing audited financial statements
7. Disagreements with management
8. Management consultation with other accountants
9. Major issues discussed with management prior to retention
10. Difficulties encountered in performing the audit

E. Special Considerations

1. The Association has determined that the United States Department of Commerce Economic Development Administration will function as the oversight agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* for the fiscal year ended June 30, 2018. It is also the cognizant agency for indirect costs but has allowed ACOG to continue using the U.S. Department of Transportation as the federal agency responsible for indirect cost rate negotiation with this responsibility assigned to the Oklahoma Department of Transportation.
2. There were no findings or other weaknesses reported in the most recent financial statement audits of the Association or the 9-1-1 Association for the fiscal year ended June 30, 2017. Therefore, there are no unresolved findings or other weaknesses.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the Association or the 9-1-1 Association of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

Association of Central Oklahoma Governments

9-1-1 Association of Central Oklahoma Governments

U.S. Department of Commerce

U.S. Department of Transportation

U.S. Government Accountability Office (GAO)

Parties designated by the federal or state governments or by the Association or 9-1-1 Association as part of an audit quality review process

Auditors of entities of which the Association is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices

The auditor's principal contact with the Association will be the Executive Director (currently vacant), or a designated representative, who will coordinate the assistance to be provided by the Association to the auditor.

A list of key personnel (Appendix A) is attached.

The Association's telephone number is (405) 234-2264. The fax number is (405) 234-2200. The Association's website is <http://www.acogok.org/>.

B. Background Information

The Association is a voluntary association of city, town and county governments within the Central Oklahoma area and its region includes Oklahoma, Cleveland, Canadian and Logan Counties. The Association was originally established in June of 1966 and is one of eleven (11) Councils of Governments in the State of Oklahoma. As a Council of Governments, the Association's purpose is to aid local governments in planning for common needs, cooperating for mutual benefit and

coordinating for sound regional development. It is an organization of, by and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. The Association both complements and supplements local government activities but does not itself possess power of legislation, enforcement or taxation. All local governments in the Association's region are eligible for membership. Currently the Association serves thirty-seven (36) members consisting of thirty-two (32) cities and towns, four (4) counties and one (1) associate member, Tinker Air Force Base. The Association's fiscal year begins on July 1 and ends on June 30. It is organized into five (5) divisions.

1. The Transportation and Planning Services Division (1) develops and maintains community development, regional transportation planning and data service activities of the Association necessary for continued certification by the appropriate federal and state agencies; (2) assists local governments in development of orderly regional growth and development based upon locally developed comprehensive plans; (3) provides a coordinated area wide planning process consistent with locally developed priorities, state and federal law, federal regulations and federal program guidelines that impact local governments, and public participation requirements; and (4) assists the other divisions in providing review of applications for federal funds and technical assistance to members.
2. The Water Resources Division helps local governments to maximize the use of ground and surface water resources. This includes planning, management, protection and research of potable water supplies. Division activities are in three (3) broad areas that can be summarized as (1) groundwater management and protection (Garber-Wellington Association); (2) surface water management (Association 208 Plan); and (3) floodplain administration. Mapping and planning assistance is also provided related to the Capital Improvements Program (CIP).
3. The Public Relations and Community Development Division (1) acquaints member entities with available services, programs and assistance; (2) reviews projects requesting federal assistance; (3) manages public outreach and engagement with regional plans; (4) communicates with state and federal elected and appointed officials; (5) coordinates preparation of the Association's public information products; (6) distributes state dollars for small community development (REAP); and (7) encourages the expanded use of alternative fuels and other methods to improve the region's air quality.
4. The E9-1-1 and Public Safety Division, through the Association's administrative contract with the 9-1-1 Association, (1) manages a regional 9-1-1 system that contains 20 Public Safety Answering Points (PSAPs) within the multi-county region (Cleveland, Canadian, Logan and Oklahoma Counties, as well as Newcastle and Tuttle) it supports; (2) manages 9-1-1 contracts with the wireline telephone service providers; (3) provides PSAP/network

disaster recovery planning; (4) offers nationally certified training for equipment, software, emergency medical dispatch (EMD), and continuing education for 9-1-1 telecommunicators and dispatchers; (5) coordinates 9-1-1 database management services, geographic boundaries, emergency services, and wireless accuracy testing; (6) informs the public through a variety of forums including safety fairs and carnivals, speakers' bureau, dispatcher recruitment, and legislative advocacy; (7) maintains a highly accurate, dynamic regional GIS system that provides MSAG/GIS reconciliation giving the PSAP the ability to plot wireless and landline calls; and (8) plans for the future both financially and technically and is active in national professional organizations.

5. The Administration Division (1) provides essential management, administration, support and operational guidance services that will enable the other divisions to give maximum attention to planning and operations functions to accomplish work program objectives and work activities; (2) implements the Board of Directors' adopted policies, ensuring the Association is operating in accordance with the Agreement creating the Association, and with existing or new federal, state and local laws and regulations; (3) provides the Association's Board of Directors with accurate and timely information whereby decisions can be made using all available data; (4) maximizes the Association's local resources in obtaining support and providing services for the beneficial use of all members; (5) maintains and executes the written policies of the Association for office management, personnel and procurement; (6) keeps books and records in accordance with approved federal, state and ACOG guidelines and requirements; and (7) efficiently manages the budget and cash flow of the Association while ensuring continuity in fiscal management.

The 9-1-1 Association was established in April of 1988 as an intergovernmental entity, created as a legal and administrative body separate and apart from its signatory parties, which owes its existence to its membership. The 9-1-1 Association is a voluntary association with membership open to all units of general purpose government within the Association's region and adjacent areas in Central Oklahoma who have authorized implementation of 9-1-1 emergency communication service. Thirty-six (36) cities, towns and counties have joined the 9-1-1 Association by passage of an ordinance, resolution or otherwise pursuant to law of the local governing body seeking membership.

The 9-1-1 Association is organized to administer, contract and coordinate the implementation and operation of the Enhanced 9-1-1 emergency communication service authorized and contemplated by the Nine-One-One Emergency Number Act. The Act provides that any governing body of a public agency may contract "with any association or corporation for the administration of nine-one-one emergency communication service as provided by law."

The 9-1-1 Association is authorized to accomplish, on behalf of its members, the maximum utilization of resources available for the

emergency communication system, to the end that the greatest economies of scale and efficiency of operation will result in the best system for all members, with the least cost to taxpayers.

The 9-1-1 Association is directed to ensure that the integrity and separate control of the local public safety communication systems of the respective members is maintained, while effective area wide emergency 9-1-1 communication service is provided.

The 9-1-1 Association staff work includes administration of the finances of the system; management of wireline telephone company contracts, updates to the 9-1-1 database; training of instructors and call-takers (telecommunicators); new technology research; public education materials to assist cities to promote the proper utilization of the system; and ongoing maintenance of E9-1-1 system equipment, software and management information systems.

The Association currently has forty (40) budgeted staff positions, including the employees who work under the Association's administrative contract with the 9-1-1 Association.

The Association is organized into five (5) divisions. The accounting and financial reporting functions of the Association are centralized.

More detailed information on the Association can be found on its website at <http://www.acogok.org> and information on its finances and budget can be found here <http://www.acogok.org/about/funding-and-audits/>

C. Fund Structure

The Association maintains the following five (5) individual governmental funds:

General fund
Transportation fund
Intergovernmental Services fund
E9-1-1 and Public Safety fund
Water Resources fund

All the above funds are considered major funds.

The 9-1-1 Association only has one special revenue fund.

D. Budgetary Basis of Accounting

The Association and the 9-1-1 Association both prepare their annual budgets on an available resources basis but they are converted to a basis consistent with generally accepted accounting principles for financial statement purposes. Since neither the Association nor the 9-1-1 Association possesses the power of legislation, they do not have legally adopted budgets.

E. Federal and State Awards

During the fiscal year to be audited, the Association received the following:

	<u>CFDA Number</u>
U.S. Department of Commerce	
Direct Program	
Economic Development Support for Planning Organizations	11.302
U.S. Department of Energy	
Direct Program	
Conservation Research and Development	81.086
Passed-through Oklahoma Department of Commerce	
State Energy Program	81.041
U.S. Environmental Protection Agency	
Passed-through Oklahoma Office of the Secretary of Environment	
Water Quality Management Planning	66.454
U.S. Department of Transportation	
Highway Planning and Construction Cluster	
Passed-through Oklahoma Department of Transportation	
Highway Planning and Construction	20.205
Transit Services Program Cluster	
Passed-through Central Oklahoma Transportation & Parking Authority	
New Freedom Program	20.521
Passed-through Oklahoma Department of Transportation	
Metropolitan Transportation Planning & State and Non-Metropolitan	
Planning and Research	20.505
STATE	
Oklahoma Department of Commerce	
State Appropriated Funds for Substate Planning Districts	
Appropriated Funds - Rural Economic Action Plan (REAP)	

The Association has one (1) Major Federal Awards Program, which has *Catalog of Federal Domestic Assistance* (CFDA) number 20.205. The

Association's largest direct Federal Award has CFDA number 11.302.

F. Pension Plans

The Association participates in a single-employer defined contribution pension plan.

G. Component Units

The Association and 9-1-1 Association are defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, component units are not included in the financial statements of either the Association or the 9-1-1 Association.

H. Joint Ventures

The Association and the 9-1-1 Association do not participate in joint ventures with other governments.

I. Magnitude of Finance Operations

The finance department is headed by Deborah C. Cook, CPA, Director of Finance and consists of three (3) additional full-time employees, Chief Accountant, Payroll Accountant, and Accounting Administrative Assistant.

J. Computer Systems

The Association began using Sage MIP Fund Accounting software in July 2007. This software is now known as Abila MIP Fund Accounting. The version currently being used is 18.1.1.0. The accounting software is now hosted in the private Abila cloud.

Abila MIP Fund Accounting Modules

General Ledger

Payroll with Direct Deposit (not using now)

Accounts Payable

Budget Management

Bank Reconciliation

Data Import

Forms Designer

GASB Reporting

Other

Payroll processing was outsourced to Paycom - information imported into Abila MIP Fund Accounting using Excel programs

Sage Fixed Assets - Depreciation (Version 2018.1) - one seat only

K. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to receive electronic copies of prior years' audit reports and management letters that are not currently

available on the Association's website should contact Patricia Buckley, Chief Accountant at (405) 234-2264 or email pbuckley@acogok.org.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued
March 12, 2018

Due date for proposals
April 6, 2018

B. Notification and Contract Dates

Selected firm notified
April 27, 2018

Contract date
June 30, 2018

C. Date Audit May Commence

It is anticipated that the Association will have all records ready for audit and all management personnel available to meet with the firm's personnel by September 24, 2018.

D. Schedule for the 2018 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years if the Association and 9-1-1 Association exercise their options for additional audits).

Each of the following should be completed by the auditor no later than the dates indicated unless a change in timing is requested by and/or agreed to in advance by the Association.

1. Detailed Audit Plan

The auditor shall provide the Association by July 16, 2018, both a detailed audit plan and a list of all schedules to be prepared by Association staff for both the Association and 9-1-1 Association.

2. Fieldwork

The auditor shall complete all fieldwork by October 5, 2018.

3. Draft Reports

The auditor shall have drafts of the audit report[s] and recommendations to management available for review by the Association's management by October 15, 2018.

- E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the Association and 9-1-1 Association exercise their options for additional audits).

If needed, the following conferences should be held by the dates indicated on the schedule:

	<u>Week of</u>
Entrance conference with management, all key finance department personnel and department heads of key offices or programs	July 9, 2018

- The purpose of this meeting will be to discuss prior audit problems and the interim and year-end work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor

Exit conference with Director of Finance, Executive Director and department heads of key offices or programs	October 1, 2018
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- The purpose of this meeting will be to summarize the results of the field work and to review significant findings

- F. Date Final Report is Due

The Director of Finance shall prepare draft financial statements, notes and all required supplementary schedules by September 23, 2018. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Director of Finance by October 12, 2018. A revised report, including [a] draft auditor's report(s) shall be delivered to the Association by October 15, 2018.

The Association will complete its review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report and PDF versions of both complete reporting packages shall be delivered to the Association by October 19, 2018. Approximately forty (40) bound and signed copies of audited financial statements and auditor's reports are needed by the Association and approximately thirty (30) bound and signed copies are needed by the 9-1-1 Association. The auditors will present the audited financial statements along with the auditors' reports to the Association's and the 9-1-1 Association's Boards of Directors on October 25, 2018.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the Association using forms/formats provided by the auditor. In addition, clerical support will be made available to the auditor for the preparation of routine letters and memoranda.

B. Electronic Data Processing (EDP) Assistance

The following EDP personnel will be available to assist the auditor in performing the engagement:

Position
Information Technology Support Manager

EDP personnel will also be available to provide systems documentation and explanations. The auditor will not be provided computer time or the use of the Association's computer hardware and software but will have access to the Association's wi-fi.

C. Statements and Schedules to be Prepared by the Staff of the Association

It is anticipated that the staff of the Association will prepare the following statements and schedules for the auditor by September 21, 2018:

Association
Trial Balance
Internal Financial Statements
Schedules of Cash & Investment Accounts
Schedule of Accounts Receivable
Schedule of Prepaid Items
Schedule of Fixed Assets & Depreciation
Schedule of Accounts Payable & Contractual Obligations
Schedule of Unearned & Deferred Revenue
Schedule of Accrued Annual Leave
Schedule of Payroll Tax Accruals
Reconciliation of Sec 125 Accounts Balances
Schedule of Lease Incentive Obligation
Schedule of Interfund/Fund Balances
Schedule of In-kind Revenue
Schedule of Interest Income
Schedule of REAP Balances & Imputed Interest Income
Reconciliation of 941 Forms to the General Ledger
Schedule of Employee Fringe Benefits

Schedule of Indirect Costs
Schedule of Contract Income & Accounts Receivable from the 9-1-1 Association
Schedule of Insurance
Summary of Pension Plan Information
Schedule of Copier Expenditure Allocation
Schedule of Federal Awards
Schedule of Direct Oklahoma Financial Assistance
External Financial Statements*
Notes to Financial Statements*

9-1-1 Association

Trial Balance
Internal Financial Statements
Schedules of Cash & Investment Accounts
Schedule of Accounts Receivable
Schedule of Prepaid Items
Schedule of Fixed Assets & Depreciation
Schedule of Accounts Payable
Schedule of Accounts Payable to 9-1-1 Member Entities
Analysis of Fund Balances
Summary of Interest Earned
Summary of Contract/Other Revenue
Summary of Payments Made to Telephone Companies
Summary of Maintenance & Repairs
Schedule of MSAG/Education/Training Expenditures & A/P to the Association
Schedule of Insurance
Schedule of Payments to 9-1-1 Member Entities
External Financial Statements*
Notes to the Financial Statements*

* These items will probably not be available until a slightly later date.

D. Work Area

The Association will provide the auditor with reasonable workspace, desks, and chairs as well as access to a break room with coffee, microwave, refrigerator and vending machines. The auditor will also be provided with access to photocopying/scanning facilities, FAX machines and the office Wi-Fi.

E. Report Preparation

Report preparation, editing, printing, copying and binding shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of

the request for proposals must be made to:

Deborah C. Cook, CPA
Director of Finance
Association of Central Oklahoma Governments
4205 North Lincoln Boulevard
Oklahoma City, OK 73105
(405) 234-2264
dcook@acogok.org

CONTACT WITH PERSONNEL OF THE ASSOCIATION OTHER THAN DEBORAH C. COOK, DIRECTOR OF FINANCE, REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received by 5:00 p.m. on April 6, 2018 for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and four (4) copies to include the following:
 - i. Title Page
Title page showing the request for proposals subject; the firm's name; the name, address, email address and telephone number of the contact person; and the date of the proposal.
 - ii. Table of Contents
 - iii. Transmittal Letter
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time frame, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for [PERIOD].
 - iv. Detailed Proposal
The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
 - v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix B and Appendix C)
- b. The proposer shall submit an original and four (4) copies of a dollar cost bid in a separate sealed envelope marked as follows:

**ATTENTION: DO NOT OPEN ENVELOPE BEFORE
APRIL 6, 2018 5:00 PM**

**SEALED DOLLAR COST BID
PROPOSAL
FOR
THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
AND THE 9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA
GOVERNMENTS
FOR
PROFESSIONAL AUDITING SERVICES
[APPLICABLE DATES]**

- c. Proposers should send the completed proposal consisting of the three separate envelopes to the following address:

**Deborah C. Cook, CPA
Director of Finance
Association of Central Oklahoma Governments
4205 North Lincoln Boulevard
Oklahoma City, OK 73105**

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Association and the 9-1-1 Association in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the Association and the 9-1-1 Association as defined by generally accepted auditing standards/the U.S. Government Accountability Office's *Government Auditing Standards* (Dec. 2011).

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the Association or the 9-1-1 Association, if any for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the Association written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Oklahoma

An affirmative statement should be included that (1) the firm and all assigned key professional staff are properly licensed to practice in Oklahoma and (2) the firm is registered with the Oklahoma Accountancy Board to perform audits of government entities per Title 74, Oklahoma Statutes, Section 212A.B.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. 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.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Oklahoma. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience, skills and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the Association's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Association. However, in either case, the Association retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the Association, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the Association and 9-1-1 Association

List separately all engagements within the last five years, ranking based on total staff hours, for the Association and 9-1-1 Association by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are like the engagement described in this request for proposal. These engagements should be ranked based on total staff hours. Indicate the scope

of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information such as the Association's and the 9-1-1 Association's budget and related materials (Appendix F Summary Budget Information is attached), organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the Association's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

9. 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 the Association.

10. Report Format

The proposal should include sample formats for required

reports.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

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

The Association and the 9-1-1 Association will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Association.
- c. Total All-Inclusive Maximum Price for the [YEAR] engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix E) that supports the total all-inclusive maximum price.

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the Association for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost bid in the format provided in the attachment (Appendix E). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing Association rates for its

employees.

4. Rates for Additional Professional Services

If it should become necessary for the Association to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work because of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Association and the firm. Any such additional work agreed to between the Association and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Progress payments will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm's final reports. Payments will be made in accordance with the regular schedule of claims being approved and paid at the monthly meeting of the Board of Directors.

VII. EVALUATION PROCEDURES

A. Association Evaluation Committee

Proposals submitted will be evaluated by a committee composed of members of the Association's Board of Directors and management. This committee will recommend its selection to the Association's Board Directors for its approval.

B. Review of Proposals

The Association's evaluation committee will use a point formula during the review process to score proposals and will first score each technical proposal by each of the criteria described in Section VII C below. Firms with an unacceptably low technical score will be eliminated from further consideration.

After the technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The Association reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Oklahoma. The audit firm is registered with the Oklahoma Accountancy Board to perform audits of government entities per Title 74, Oklahoma Statutes, Section 212A.B.
- b. The firm has no conflict of interest about any other work performed by the firm for the Association or the 9-1-1 Association.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality: (Maximum Points - 70)

a. Expertise and Experience (Maximum Points - 40)

- (1) The firm's experience and performance on comparable government audit engagements previously under OMB Circular A-133 now under Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.
- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Audit Approach (Maximum Points - 30)

- (1) Adequacy of proposed staffing plan for various segments of the engagement
- (2) Adequacy of sampling techniques
- (3) Adequacy of analytical procedures

3. Price: (Maximum Points - 30)

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Oral Presentations

During the evaluation process, the Association's evaluation committee may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Association may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The Association's Board of Directors will select a firm based upon the recommendation of the Association's evaluation committee.

It is anticipated that a firm will be selected by April 27, 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties by June 30, 2018.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Association and the firm selected.

The Association reserves the right without prejudice to reject any or all proposals.

APPENDICES

- A. List of Key Personnel
- B. Proposer Guarantees
- C. Proposer Warranties
- D. Insurance
- E. Format for Schedule of Professional Fees and Expenses to Support the Total All-inclusive Maximum Price
- F. Summary Budgetary Information

APPENDIX A

LIST OF KEY PERSONNEL

<u>Name</u>	<u>Title</u>
Vacant	Executive Director
John M. Sharp	Deputy Director/Division Director, Transportation & Planning Services
Jennifer McCollum	Assistant Deputy Director/Division Director, PR & Community Development
Brent L. Hawkinson	Division Director, E9-1-1 & Public Safety Programs
John M. Harrington	Division Director, Water Resources
Deborah C. Cook, CPA	Director of Finance & Budget
Patricia Buckley	Chief Accountant
David L. Heald, Jr.	Information Technology Support Manager

APPENDIX B

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX C

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Oklahoma laws with respect to foreign (non-state of Oklahoma) corporations.
- B. 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.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Association of Central Oklahoma Governments or the 9-1-1 Association of Central Oklahoma Governments.
- D. Proposer warrants that all information provided about this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX D

INSURANCE

Before commencing work on this contract, the Firm must provide certificates of insurance to the Association to show that the following minimum coverages are in effect. It is the responsibility of the Firm to maintain current certificates of insurance on file with the Association through the term of the contract. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Firm for the Firm's operations. These are solely minimums that have been established to protect the interests of the Association.

- A. **Workers Compensation:** The Firm shall carry workers' compensation insurance in accordance with the laws of the State of Oklahoma.

- B. **Commercial General Liability:** The Firm shall carry commercial general liability insurance having all major divisions of coverage including, but not limited to Premises - Operations, Products and Completed Operations, Personal Injury Liability and Commercial Liability. The policy shall be on an occurrence form and limits shall not be less than:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Bodily Injury and Property Damage Occurrence
 - \$1,000,000 Personal and Advertising Injury Limit

- C. **Automotive Liability:** The Firm shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Contract. Limits of coverage shall not be less than \$1,000,000 combined single limit.

- D. **Notice of Cancellation or Change.** There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days prior written notice to the Association.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX E

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE [YEAR] FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners				
Managers				
Supervisory staff				
Staff				
Other (specify):				
Subtotal				
Total for services Described in Section II E of the RFP (Detail on subsequent Pages)				
Out-of-pocket expenses:				
Meals and lodging				
Transportation				
Other (specify): _____				
Total all-inclusive maximum price for [YEAR] audit				

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

**APPENDIX F
Pages 35 - 37**

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
FY 2017-2018 BUDGET**

	Total	Indirect	Local	TPS	IGS	Water Resources	E9-1-1 & Public Safety
Revenues:							
Federal	2,991,199	-	-	2,817,594	140,155	33,450	
State							
REAP Projects and Administration	1,236,121	-	-	-	1,236,121	-	
Other State Funds	16,908	-	-	-	16,908	-	
In-kind Match Revenue	491,540	-	-	491,540	-	-	
Membership Dues:							
Basic	328,724	-	37,289	-	291,435	-	
Transportation	112,544	-	-	112,544	-	-	
Water Resources	164,249	-	-	-	-	164,249	
9-1-1 Administrative Contract	1,714,254	-	-	-	-	-	1,714,254
Other/Fee Income	335,705	-	12,065	144,140	114,500	-	65,000
Stakeholders Dues	11,000	-	-	-	11,000	-	-
Transfers:							
Between Funds	-	-	-	-	-	-	-
Restricted/Unrestricted Fund Balances	129,660	-	89,957	-	14,572	25,131	-
Total Revenues	7,531,904	-	139,311	3,565,818	1,824,691	222,830	1,779,254

**ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
FY 2017-2018 BUDGET**

		Total	Indirect	Local	TPS	IGS	Water Resources	E9-1-1 & Public Safety
Expenditures:								
Salaries - Direct		1,964,948	453,955	-	538,610	211,780	81,086	679,517
Employee Benefits	39.04%	767,179	177,239	-	210,291	82,686	31,659	265,304
Total Direct Salaries & Employee Benefits		2,732,127	631,194	-	748,901	294,466	112,745	944,821
Travel - Mileage		10,924	321	96	1,800	5,896	2,136	675
- Travel		57,718	2,081	6,300	10,000	12,067	3,770	23,500
Advertising, Public Education & Public Notices		50,844	-	-	2,500	344	-	48,000
Development, Training & Recruitment		89,996	33,400	275	15,250	4,122	3,000	33,949
Equipment Rental		792	792	-	-	-	-	-
Insurance		28,587	18,443	-	-	-	-	10,144
Maintenance, Repairs & Computer Hardware Upgrades		100,782	64,690	415	20,050	1,932	4,207	9,488
Office Rental		225,468	225,468	-	-	-	-	-
Postage & Freight		3,249	523	-	1,500	186	40	1,000
Printing		6,100	100	-	1,000	5,000	-	-
Copier		7,873	800	-	2,000	373	300	4,400
Professional Dues		34,017	8,756	13,641	7,275	1,250	265	2,830
Publications & Subscriptions		5,916	1,091	-	500	270	55	4,000
Supplies, Software, Aerial Maps & Storage Rental		171,862	61,539	5,288	52,860	3,313	8,973	39,889
Telephone & Internet		133,339	42,169	-	17,643	34,715	12,725	26,087
REAP Projects, 9-1-1 Institute & Programmed Projects		2,427,151	-	25,000	1,150,000	1,217,652	-	34,499
Audit & Accounting		38,465	29,687	-	-	-	-	8,778
Legal		57,692	7,692	-	40,000	-	-	10,000
Consulting, Contractual, Temporary Labor & In-kind Services		1,160,503	99,103	-	994,950	58,250	6,000	2,200
Equipment, Furniture & Leasehold Improvements		128,296	40,000	88,296	-	-	-	-
Depreciation		10,725	10,725	-	-	-	-	-
Total Direct Expenditures		7,482,426	1,278,574	139,311	3,066,229	1,639,836	154,216	1,204,260
Indirect Costs Allocation	60.86%	-	(1,278,574)	-	455,762	179,204	68,614	574,994
Total Expenditures		7,482,426	-	139,311	3,521,991	1,819,040	222,830	1,779,254

**9-1-1 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
FY 2017-2018 Budget**

<u>Revenues:</u>	<u>Totals</u>
9-1-1 Fees for Telephone Service Collected by Oklahoma Tax Commission	\$ 4,472,489
9-1-1 Fees for Wireline Telephone Service	610,810
Contracts	246,764
Interest Income	<u>2,675</u>
Total Revenues	<u><u>\$ 5,332,738</u></u>

<u>Expenditures:</u>	
ACOG Administration	\$ 1,714,254
Telephone Companies Operating & Maintenance Charges	846,593
Maintenance, Repairs and Warranty	761,352
Consultants	75,000
Professional Services Agreement	65,000
Legal	40,000
Capital Outlay	19,950
Insurance on Equipment	15,878
Supplies	14,800
Vehicle Operations	2,500
Miscellaneous	2,000
Training	0
Member Revenue Return	<u>168,954</u>
Total Expenditures	<u><u>\$ 3,726,281</u></u>