

Park County, Wyoming
Request for Proposals
Professional Auditing Services

I. Introduction.

A. General Information.

Park County, Wyoming is requesting proposals from qualified certified public accountant firms to audit its financial statements for the fiscal year ending June 30, 2021 and the two subsequent years, if authorized. The audit is to be performed in accordance and conformity with the requirements of the Wyoming State Examiner's Office for Audit and Single Audit Act requirements and with Generally Accepted Auditing Standards.

There is no expressed or implied obligation for Park County to reimburse responding firms for any expenses incurred in preparing proposals in response to this Request for Proposals (RFP). Park County reserves the right to reject any or all proposals submitted. Upon review of all proposals submitted, the Park County Board of County Commissioners will determine a firm to conduct auditing services for the fiscal year ending June 30, 2021.

To be considered, responding firms must submit seven (7) copies of their proposal no later than 4:00 p.m. on April 30, 2021 to the Park County Clerk, 1002 Sheridan Avenue, Cody, Wyoming. The proposal must be sealed and marked on the front of the envelope AUDITING PROPOSAL 2021. Questions regarding the proposal are to be provided in writing and submitted to the Park County Clerk. Any correspondence or clarification to the RFP will be provided to all firms who have requested a copy of this RFP packet.

The Park County Clerk, Park County Treasurer and the Park County Board of County Commissioners will evaluate proposals. During the evaluation process, Park County reserves the right to request additional information or clarification from proposing firms, or to allow corrections of errors or omissions. Firms submitting proposals may be asked to make oral presentations to the Board of County Commissioners. It is anticipated a firm will be selected on or about May 18, 2021, and a contract executed between both parties immediately thereafter.

Park County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of all conditions contained in the RFP, unless specifically noted in the proposal submitted and confirmed in any contract between Park County and the selected firm.

B. Terms of Engagement.

Park County is seeking a three-year contract for services, subject to annual review and approval of the Board of County Commissioners, the satisfactory negotiation of terms and the annual availability of funding appropriation.

C. Subcontracting.

Firms submitting proposals may consider subcontracting portions of the engagement to other auditing firms. If subcontracting is intended, the name of the proposed subcontracting firm(s) must be clearly identified in the proposal. Following notification of the award of the audit contract, no additional subcontracting will be allowed without the express written consent of Park County.

D. Errors or Omissions in the Request for Proposals.

Any errors or omissions discovered in this RFP, or any additional information needed to clarify any issues in the request will be communicated to all firms, and to only those firms, who have obtained a copy of this RFP packet. The communication will amend the requests accordingly.

E. Manner of Payment.

Upon completion of on-site field work in Park County, the auditor may invoice Park County for no more than half of the total contract price of audit services. Upon completion and delivery of the final audit report and financial statements, the auditor may invoice Park County for the remainder of the audit contract price, plus any additional pre-approved charges for services outside the scope of the proposal. Payment of the invoice(s) will be processed in accordance with Park County's approval requirements.

II. Nature of Services Required.

A. General.

Park County is soliciting the services of qualified firms of certified public accountants to audit its financial records, help in the process of preparing the financial statements and audit report for the fiscal year ending June 30, 2021. Park County also maintains the option to engage the selected firm to complete these auditing services for the two subsequent years. The audit is to be performed in accordance with the provisions contained in this RFP.

B. Scope of Work to be Performed.

Park County desires the auditor to express an opinion on the fair presentation of its general purpose financial statements, including any of its combining and individual fund and account group financial statements and schedules, in conformity with generally accepted accounting principles. Park County desires the auditor to examine all state and federal financial assistance programs and provide reports as required.

C. Auditing Standards.

To meet the requirements of this RFP, the audit shall be performed in accordance and conformity with the requirements of the Wyoming State Examiner's Office for Audit and Single Audit Act requirements and Generally Accepted Audit Standards.

D. Reports to be Issued.

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

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements, if applicable.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risks and a report on the internal control over compliance applicable to each major state or federal program, if applicable.
3. Complete financial statements in compliance with all appropriate GASB pronouncements.

In the required reports on internal controls, the auditor shall communicate 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 organization'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 report.

The report on 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.

Auditors shall be required to make an immediate written report of all irregularities or illegal acts or indications of illegal acts of which they become aware to the following parties:

Colleen Renner, Park County Clerk
Barb Poley, Park County Treasurer
Bryan Skoric, Park County Attorney

Auditors shall assure themselves that Park County management is informed of each of the following:

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. Other information in documents containing audited financial statements.
6. Disagreements between management and auditors.
7. Management consultation with other accountants.
8. Major issues auditors discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations.

1. The financial statements of Park County Weed and Pest District, Park County Fair Board, Park County Library, Park County Museum Board and Park County Parks and Recreation Board are included as component units of the financial statements of Park County and as such shall be audited in conjunction with Park County.
2. Departments are responsible for their own balancing of cash flow. Examples of this are the Sheriff Department and Clerk of District Court.
3. The auditor will be required to provide consulting services throughout the contract year(s). The base proposal should allow for a minimum of ten (10) hours of consultation each year of the contract. The rate to be charged for any hours over the minimum of ten (10) must be stated in the proposal.
4. The financial statements of Park County and components are on a cash basis of accounting. The auditor will be required to assist in

producing accrual based financial statements and any other statements that are necessary for audit compliance.

F. Working Paper Retention and Access.

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by Park County of the need to extend the retention period. The auditor will be required to make working papers, upon request, to Park County, the Wyoming Department of Audit, the U.S. General Accounting Office or other agencies specified in writing by Park County to the auditor.

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

III. Organization Description.

- A. The auditor's principal contacts with Park County will be the Park County Clerk and the Park County Treasurer and/or their designees, who will coordinate the assistance to be provided by Park County to the auditor.
- B. Park County provides services to its citizens in the areas of public safety; road and bridge construction and maintenance; public health; buildings and grounds maintenance; planning and zoning; civil and prosecuting legal services; and general administrative services for all offices.

Park County's estimated population is 29,227 and the organization employs approximately 200 regular full-time employees, 12 elected officials and 19 regular part-time employees. The five component entities employ a combined total of approximately 20 full-time and 31 part-time employees in addition to temporary employees. The County's fiscal year is July 1 - June 30. The government is composed of 29 units, including appointed boards and the Weed and Pest District. Boards and the District employ their own staff and maintain their own operations. The Board of County Commissioners authorizes funding for the four boards. The Weed and Pest District is funded through a mill levy.

The governmental units are as follows:

Clerk of District Court	District Court Judge
Board of County Commissioners	Youth Services
County Clerk/Elections	County Treasurer
County Assessor	County Attorney
Engineering	Planning and Zoning
Computer Information Technology	Buildings and Grounds

Sheriff/Detention	Coroner
Homeland Security	Road and Bridge
Public Health Officer	Public Health
Cooperative UW Extension	Solid Waste
County Road Funds	E-911 Services
Construction & Project Funds	Events
Park County Fair Board	Park County Museum Board
Park County Library Board	Park County Weed & Pest
Park County Parks & Recreation	

Park County's annual payroll and benefits cost are approximately \$14,561,184. Total budgeted expenses for Fiscal Year ending June 30, 2021 (including the four boards) is approximately \$27,633,281.

Anticipated total revenues for Fiscal Year ending June 30, 2021 are \$21,733,649., exclusive of cash carryover funds from the prior fiscal year. The total approved for release to the four boards for the Fiscal Year ending June 30, 2021 is \$1,889,438.

C. Basis of Accounting.

Park County prepares the budget and maintains financial records on a basis consistent with generally accepted accounting principles using the cash basis of accounting for all transactions. The successful auditor shall produce accrual based financial statements and any other statements that are necessary for audit compliance.

D. Federal and State Financial Assistance.

Park County anticipates total Federal financial assistance for Fiscal Year 2021 to be in excess of the A-133 circular threshold, requiring single audit review of federal funding.

E. Component Units.

For financial reporting purposes, component units are included in Park County's financial statements. The successful auditor shall produce accrual based financial statements and any other statements that are necessary for audit compliance. The following are component units:

Park County Fair Board	Park County Museum Board
Park County Library Board	Park County Parks/Recreation Board
Park County Weed & Pest District	

F. Finance Operations.

Park County's financial operations are shared primarily by the Park County Treasurer's and the Park County Clerk's offices. In addition, many duties such as grant submissions and reporting, solid waste revenue, invoicing and tracking and other similar department-specific functions are handled at the individual department level. Budget development and oversight, accounts payable, revenue receipting, payroll and monthly reporting are the responsibility of the Park County Clerk's office and Park County Treasurer's office.

The Park County Treasurer's office and Park County Clerk's office utilize one financial and accounting software package that has integrated modules. The accounting software utilized by Park County is Tyler Technologies of Billings, Montana.

G. Availability of Prior Reports and Working Papers.

Firms interested in submitting a proposal who wish to review prior years' audit reports and management letters should contact the Park County Clerk, who will make its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this RFP. A copy of the current fiscal year budget may be obtained on-line or in person at the County Clerk's Office.

IV. Time Requirements.

A. Proposal Calendar:

Request for Proposals Issued:	April 10, June 20, 2021
Due Date for Proposals:	April 30, 2021
Firm Selected and Notified:	May 18, 2021
Contract Date:	May 18, 2021

B. Audit Calendar.

The successful auditing firm is expected to submit a detailed audit plan to Park County listing all schedules to be prepared by the County in advance of audit field work no later than August 6, 2021.

The necessary audit field work shall be completed between September 16, 2021 and October 4, 2021, or dates that would work for both entities with additional dates deemed necessary to be approved through notices to the County Clerk to insure draft by December 5, 2021. The Park County Clerk, the Park County Treasurer and Park County Commissioners and/or their designees will be available to meet with auditing staff during field work and to participate in an exit interview at the end of field work.

The auditing firm will provide a draft audit report, draft management letters for the County and components, as well as any recommendations to the Park County Clerk and Park County Treasurer by December 5, 2021.

Twenty-five (25) copies of the signed final report and management letter will be submitted to the Park County Clerk and Park County Treasurer for submission to the Park County Board of County Commissioners no later than the third Tuesday of December.

Successive year schedules will be similar if Park County exercises its option for additional future fiscal year audits. Acceleration of the schedule outlined is acceptable and encouraged.

As a component of the audit proposal Park County shall require the auditor to participate in an audit workshop for elected officials, department heads and component units at a date and time designated by the Board of County Commissioners. A public presentation of the audit by the auditor will be scheduled during a regular Board of County Commissioners' meeting.

The proposed dates in this schedule are subject to change at the discretion of the Park County Treasurer, Park County Clerk or Park County Board of County Commissioners.

V. Assistance to be Provided to Auditor.

Park County Treasurer Barb Poley and Park County Clerk Colleen Renner will ensure staff members and responsible management personnel are available during the audit to provide information, documentation and explanations as needed. Preparation of confirmation letters is the responsibility of the auditor.

Park County's Computer Information Technology staff will be available to provide systems documentation and explanations to assist the auditor as needed.

Park County will make available to the auditing firm reasonable work space, desks, chairs, fax machines, photocopiers and telephones for audit purposes. Report preparation, editing and printing shall be the responsibility of the auditor.

VI. Proposal Requirements.

A. General Requirements.

The following material must be submitted and received by the Park County Clerk's office (in a properly marked and sealed envelope) not later than 4:00 p.m. on April 30, 2021.

Seven (7) copies of the audit proposal and all additional materials including the following:

1. 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 period, and a statement describing the firm's ability to perform the engagement.
2. Detailed Proposal. A detailed proposal following the order set forth in Section VI of this RFP, including a Table of Contents for the detailed proposal.
3. Proposer Guarantees and Proposer Warranties (execute copies of the document included as Appendix A).
4. Professional Fees and Expenses (a detailed outline of fees and expenses submitted on the firm's letterhead).

B. Detailed Proposal.

The purpose of the Detailed Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of Park County in conformity with the requirements of this request for proposals. The Detailed Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements. Do not include dollar units, fees, expenses or other costs in the Detailed Proposal document - that information should be included in the letter stating professional fees and expenses.

The Detailed Proposal should address all of the points outlined in the RFP (excluding cost information). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

1. Statement of Independence:

The Detailed Proposal should include an affirmative statement that it is independent of Park County as defined by generally accepted auditing standards. The firm shall provide an affirmative statement that it is independent of all component units listed in this RFP. Further, a statement shall be included that no elected official or employee of Park County has any business interest in the auditing firm or will gain any pecuniary benefit from the performance of this audit. The firm shall also list and describe the firm's or its proposed subcontractors' professional relationships, if any, involving Park County or any of its agencies or component units 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 audit.

2. License to Practice.

The Detailed Proposal will include an affirmative statement that the firm and all assigned key professional staff and subcontractors and their staff are properly licensed to practice in Wyoming.

3. Audit Staff Size.

The Detailed Proposal shall state the size of the firm, the firm's governmental audit staff, the office location from which this work engagement will be performed and the number and nature of the professional staff to be employed in this engagement. This same information shall be included for any subcontracting firms engaged in the performance of this audit.

4. Quality Control Review.

The firm shall submit a copy of the report on its most recent external quality control review, with a statement about 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 years. The firm shall also submit 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. Key Staff Qualifications.

The principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be partners, managers, other supervisors and specialists who would be assigned to the engagement must be identified. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Wyoming. Provide information on the government auditing experience of each person, including information relevant to continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Changes to the key personnel, partners and specialists listed in the proposal may not be made without the express prior written authorization of Park County.

6. Significant Engagements.

The Detailed Proposal shall include a list of the most significant engagements (no more than five), similar to the engagement described in this RFP, performed in the last five years by the office proposing to conduct this audit.

7. Audit Approach.

The Detailed Proposal shall include a description of the approach to be used including, but not limited to:

- a) Level of segmentation and the staff to be assigned to each proposed segment;
- b) The anticipated sample size and the extent to which statistical sampling will be used;
- c) A description of the approach to be taken to understand, document and report upon the County's internal control structure in component units as well as the functional units;
- d) The approach to be used in determining audit samples for compliance testing; and
- e) The extent of use of EDP software that will be used in the engagement.

8. Potential Audit Problems.

The Detailed Proposal shall identify and outline anticipated potential audit problems, the firm's approach to resolving the problems and any special assistance required of Park County.

C. Proposed Cost.

On the firm's letterhead, provide a detailed schedule of professional fees and expenses to perform the audit engagement as described in this RFP. Include a total all-inclusive maximum price, in addition to detailed cost breakdowns. Park County will not be responsible for any expenses incurred in the preparation and submission of the proposal. Such costs should not be included in the proposal.

The proposed cost letter shall include certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal and authorized to enter into a contract with Park County. The letter shall provide the all-inclusive maximum price for 2021, as well as estimated costs for two subsequent years. The letter should include a schedule of professional fees and expenses that supports the all-inclusive maximum price for Fiscal Year ending June 30, 2021.

The cost for special services described in this proposal (beyond the ten hours of consultation referenced) should be disclosed as separate components of the total all-inclusive maximum price, including the hourly rates for those services beyond the ten (10) hour minimum consultation.

VII. Evaluation.

- A. The primary selection criteria for this engagement will be firm quality and technical competency in performing audits, as determined by the Park County Board of County Commissioners, the Park County Treasurer and the Park County Clerk.
- B. Proposals will be evaluated to determine which firm best meets the needs of Park County. Oral interviews may be arranged to assist in making the final selection. Evaluation considerations include, but are not limited to, relevant auditing experience, firm reputation, qualification of assigned personnel, ability to meet performance and timeline expectations, ability to communicate audit plans in an organized, clear and convincing manner and the estimated cost as compared to other proposals (cost will not be the primary factor in the selection of an audit firm).

- C. Park County anticipates making a final selection at the Park County Board of County Commissioners' meeting on May 18, 2021, and a contract will be executed immediately thereafter. Firms submitting proposals are welcome to attend those meetings to make comment or answer any questions before the award is made.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Park County and the selected firm. Park County reserves the right, without prejudice, to reject any or all proposals.

VIII. Conclusions.

Park County may, without prejudice, terminate any award or contract for auditing services upon written notice if, in the County's judgment, the audit firm has not rendered the services specified, or neglected to perform on any aspect of the audit.

The successful firm shall indemnify the County, its officials and employees for injury or damage caused by any negligent act or omission of any of its employees, agents or volunteers engaged in the performance of the audit and shall hold the County harmless for any loss resulting from the conduct of the audit. This paragraph is not intended, and shall not be construed to extend or expand upon the responsibilities and functions of the independent auditor, as stated in the latest published Statement on Auditing Standards of the A.I.C.P.A.

If there is a substantial change in the firm's audit staff (i.e. audit manager, managing auditing partner, etc.) prior to or during the audit, the County reserves the right to void or amend the contract as deemed necessary by the Park County Board of County Commissioners.

IX. Attachments.

Appendix A.

Proposer Guarantees and Proposer warranties.

APPENDIX A
Park County Request for Proposals - Professional Auditing Services

Proposer Guarantees

The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP for Professional Auditing Services for Park County, Wyoming, Section II, Nature of Services Required.

Signature of Official: _____ Date _____

Name (Typed or Printed): _____

Title: _____

Firm Name: _____

Proposer Warrantees

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, and that proof of such coverage will be provided upon request.

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

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

Signature of Official: _____ Date _____

Name (Typed or Printed): _____

Title: _____

Firm Name: _____