

REQUEST FOR PROPOSALS

**The City of Altoona
and the
Altoona Redevelopment Authority**

are requesting proposals for

**Conducting Audits and Providing Financial
Advisory Service**

Proposals must be submitted by 10:00 AM October 22, 2013

Responses will not be accepted by facsimile or internet transmission

The City of Altoona and the Altoona Redevelopment Authority are seeking the following financial services and products:

SCOPE OF SERVICES:

- A. Conducting a Single Audit of the financial statements of the City of Altoona for the years 2013, 2014, and 2015. This includes an Audit of the Federal Housing & Community Development Entitlement Funds.

- B. Conducting a Single Audit of the financial statements of the Redevelopment Authority of Altoona for the years 2013, 2014, and 2015.

Both of these Audits must be conducted by a *Certified Public Accounting Firm* which is holding a satisfactory recent Peer Review Report. The Audits must be conducted in accordance with the auditing standards and the standards generally accepted in the United States of America applicable to financial audits contained in **Government Auditing Standards**, issued by the Comptroller of the United States, and to fulfill the requirements of Office of Management and Budget Circular A-133, **Audits of States, Local Government, and Non-Profit Organizations**. The Audit shall include:

- a) an examination of the general purpose financial statements and Schedule of Expenditures of Federal Funds and the firm's resulting opinion
- b) a review of compliance based on an examination of the general purpose financials statements and an examination of the federal financial assistance programs, and
- c) a study and evaluation of internal controls based on a study and evaluation of the general purpose financial statements and a study and evaluation of the federal financial awards program.

A Management Report is required.

- C. To provide financial consulting services to the City Manager, City Administration and the Redevelopment Authority Administration on

an as-needed basis with reimbursement specified by a predetermined hourly rate for the personnel utilized.

- D. The City of Altoona utilizes USL Financials for its accounting software. The Federal Housing and Community Development Entitlement Program and the Redevelopment Authority both utilize QuickBooks Pro 2011 software. The QuickBooks chart of accounts is modified to function as a fund accounting program as much as possible.

SUBMISSION OF PROPOSALS

Proposals must be submitted by 10:00 AM local prevailing time, Tuesday, October 22, 2013. Please submit three copies of your responses in a sealed envelope marked City of Altoona Single Audit. Questions may be directed to Omar Strohm, Finance Director at (814) 949-2403.

Send responses by U.S. Mail, Fed Ex, UPS, etc or deliver in person to: City Clerk, City of Altoona, 1301 12th Street, Suite 100, Altoona, PA 16601

The City assumes no responsibility for bids mailed and not received within the time parameters. Responses will not be accepted by facsimile or internet transmission, including e-mail.

The Mayor and Altoona City Council and the Altoona Redevelopment Authority reserve the right to accept or reject any and all proposals without cause. Specifically they reserve the right to reject the lowest cost proposal because this **Request For Proposals is not a sealed bid process**. This is a competitive process where the qualifications, experience and cost of the responses are evaluated against each other on the basis described in this document.

INFORMATION REQUESTED:

Each proposal must address all of the services requested. Only responses from Certified Public Accounting Firms which are holding a satisfactory recent Peer Review Report will be considered.

- A. Audit Experience: The firm shall list its experience in conducting Audits under the listed specification. The firm will supply certification that they have recently received a satisfactory Peer Review Report.
- B. Federal Housing and Community Development Program Experience: Specific experience in Auditing Federal Housing Rehabilitation and Community Development Block Grant Funds shall be listed. References shall be provided specific to this experience.
- C. Identify the Audit Manager and key personnel that will be assigned to provide these services and list their:
 - 1. qualifications
 - 2. experience with the types of audits described herein
 - 3. percentage of participation in each audit
 - 4. hourly rate
- D. A separate response for compensation must be provided for:
 - 1. each year of the Altoona City Audit (2013, 2014, 2015)
 - 2. each year the cost of the Federal Housing & Community Development portion of the audit must be identified (2013, 2014, 2015)
 - 3. each year of the Redevelopment Authority Audit (2013, 2014, 2015)
 - 4. The consulting personnel identification & hourly rate
- E. Form of Compensation:
 - 1. The Audit for the City of Altoona will be paid on the basis of a **lump sum fee**. The cost of that portion of the Audit that involves the Federal Housing and Community Development Funds must be identified.
 - 2. The Audit for the Redevelopment Authority of Altoona will be paid on the basis of a **lump sum fee**.
 - 3. The financial consulting services will be paid on the basis of the hourly rate charged for the personnel involved.

F. Time Requirements:

1. The Audit for the City of Altoona must be completed and submitted by May 31 of each year, unless an extension is approved by the City Manager.
2. The Audit for the Altoona Redevelopment Authority must be completed and submitted by May 31 of each year, unless an extension is approved by the Authority Director.
3. Failure to meet these time requirements will result in a reduction of 10% of the agreed fee.

G. Section 3 – List the location of the firm including County

H. Each proposal will be evaluated in relation to all other proposals received. All proposals will be evaluated on the following basis:

1. The firm's experience conducting under the specifications – 15%
2. Experience conducting audit of Federal Housing & Community Development Funds – 15%
3. Municipal Auditing Experience – 15%
4. Experience of lead auditor – 25%
5. Compensation – 20%
6. Content of Proposal – 10%

OPENING OF PROPOSALS:

Proposals will be opened and read aloud by the City Clerk sometime on or after 10:00 AM local prevailing time on Tuesday, October 22, 2013 in the City Clerk's Office.