



COUNTY FINANCE DIRECTOR

Telephone: (269) 467-5631

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125 Main St.  
P.O. Box 277  
Centreville, MI 49032-0277

## REQUEST FOR PROPOSAL - AUDITING SERVICES

St. Joseph County, Michigan is seeking proposals from qualified CPA firms/agencies to provide auditing services (annual audit and single audit) for the County government in the upcoming five years. We invite your firm to submit a proposal by November 1, 2023.

Bid Posting: October 16, 2023

Bid Closing: November 1, 2023 @ 1:00 P.M.

The County utilizes software from BS&A for General Ledger, Accounts Payable, Cash Receipting, Payroll, Tax and Human Resources.

### Reporting Requirements

The auditor is expected to issue a Management Letter for the General/Single Audit and prepare and complete the Michigan Form F-65, the Annual Local Unit Fiscal Report for The County. The auditors will make a presentation to the County Board of Commissioners after the Final Audit Report is completed.

### Assistance Available

The fee proposed should be based on the premise that the County will be able to render basic clerical support and provide working space. Some professional support in the way of schedule preparation, etc. is available. The proposer should determine the depth of that support and note to the County the value of that support as a cost avoidance when submitting the proposal. From time-to-time County staff finds it necessary to consult with external auditors on a variety of issues, i.e. IRS regulations, State requirements, special audit issues, etc.

### Point of Contact

The following is the contact for information you may seek in preparing your proposal:

Angie Steinman, Finance Director  
Phone: (269) 467-5631  
Address: 125 W Main, Centreville, MI 49032  
Email: [steinmana@stjosephcountymi.org](mailto:steinmana@stjosephcountymi.org)

## Response to Request for Proposals

1. Detail your firm's experience in providing auditing services to Michigan counties, as well as counties of comparable size to St. Joseph County.
2. Identify the five largest clients your firm/office has lost in the past (3) years and the reasons.
3. Identify the partner, manager and in-charge accountant who will be assigned to this work if you are successful in your bid and provide resumes.
4. Describe how your firm will approach the audit of the County, include the preferred scheduled timing of preliminary audit as well as audit work.
5. Set forth your fee proposal for the 2023, 2024, 2025, 2026 and 2027 audit.
6. Describe how and why your firm is different from other firms being considered, and why selection of your firm as our independent auditors would be the best decision.

## Evaluation of Proposals

The evaluation of the proposal shall be based on the requirements described in this RFP. All properly submitted proposals will be reviewed, evaluated, and ranked by the County. Failure to comply with any part of the RFP may result in the rejection of the proposal as non-responsive. The County reserves the right to reject any proposals without penalty, re-solicit for new proposals, and temporarily or permanently abandon the project. The County makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFP for any project, and no such representation is intended or should be construed by the issuance of this RFP.

The County also reserves the right to waive any informalities or irregularities in proposals and/or negotiate separately the terms and conditions of all or any part of the proposals as deemed to be in the County's best interests at its sole discretion, even though not the lowest cost. The County further reserves the right to request additional information from prospective Respondents to be interviewed as the County deems necessary.

The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms the Respondent can propose. The County reserves the right to contact a Respondent for clarification of its proposal. The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of the Respondent's entire proposal.

The contracts will be awarded to those responsible bidders whose bid, conforming to this solicitation, will be most advantageous to the County, price, and other factors considered. The County reserves the right to accept or reject any or all bids and to waive any informalities and minor irregularities in bids received.

Local ties to the community, including a physical presence and employment of county/regional residents, is one criterion in which companies will be evaluated, determining their suitability to perform a job in the competitive bidding process. Furthermore, all reasonable efforts will be made to include local participation in the competition for County contracts and purchases.

The County reserves the right to postpone the bid opening for its convenience.

The successful bidder may not assign, subcontract or otherwise transfer any contract granted without the express written approval of the County.

Sincerely,



Angie Steinman, Finance Director

**BID PROPOSAL FORM**

FIRM NAME: \_\_\_\_\_

I/we, the undersigned, having fully familiarized myself/ourselves with all the documents, specifications, and terms and conditions of the RFP, make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers, for the purpose of restricting competition.
2. The attached proposal is a firm offer for a period of sixty (60) days following receipt, and St. Joseph County may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60 day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of The County whose duties relate (or did relate) to this proposal or prospective contract and who was assisting in other than their official, public capacity.
4. I/we understand that St. Joseph County will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of St. Joseph County, and I/we claim no proprietary right to the ideas, writings, items, or samples unless stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by them prior to opening, in the case of a proposal directly or indirectly to any other proposer or any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition, nor have I/we made any agreement with, nor offered or accepted anything of value from, an official or employee of St. Joseph County that would tend to destroy or hinder free competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract (if applicable) and standard terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we, the undersigned, understand that the above information, along with any additionally submitted documents, become part of any agreement subsequently made with The County, and I/we attest to the best of my/our knowledge to its accuracy.

The undersigned, having fully familiarized themselves with all the documents, specifications, terms, and conditions of the RFP, hereby proposes to furnish auditing services per the attached proposal.

TOTAL COST EACH YEAR \_\_\_\_\_

I hereby state that all the information I have provided is true, accurate, and complete. I hereby state that I have not communicated with, nor otherwise colluded with, any other bidder, nor have I made any agreement with, nor offered or accepted anything of value from an official or employee of the County that would tend to destroy or hinder free competition.

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_