

LANCASTER COUNTY

COUNTY - CITY BUILDING
LINCOLN, NEBRASKA 68508
BOARD OF COMMISSIONERS

Telephone: (402) 441-7410
FAX : (402) 441-6513

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 07-110

Lancaster County intends to enter into contract and invites you to submit a sealed proposal for:

AUDITING SERVICES FOR ALL LANCASTER CO. FUNDS / OFFICERS AND LINCOLN/LANCASTER COUNTY PUBLIC BUILDING COMMISSION

MEETING OR EXCEEDING LANCASTER COUNTY'S SPECIFICATIONS

Sealed proposals will be received by Lancaster County, Nebraska on or before 12:00 noon Friday, **March 30, 2007** in the office of the Purchasing Agent, *Suite 200, "K" Street Complex (SW Wing), located at 440 South 8th Street, Lincoln, Nebraska 68508*. ONLY the proposer names will be read publicly at the Proposal Opening on ground floor of the "K" Street Complex.

Specifications may be downloaded from the City/County Purchasing Division Website at: www.lincoln.ne.gov, key word search "bid", select current year, select specification number listed above. All specifications are in PDF format.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above. Late proposals will not be considered.

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMANKERRY
EAGAN, Chief Administrative Officer

**REQUEST FOR PROPOSAL
 SPECIFICATION NO. 07-110
 BID OPENING TIME: 12:00 NOON
 DATE: Friday, March 30, 2007**

ADDENDA RECEIPT: The receipt of the addenda to the specification number ___ through ___ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the services, certificate of insurance, unemployment compensation, in strict accordance with the specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

AUDITING SERVICES FOR LANCASTER COUNTY

YEAR	COUNTY AUDIT FEE	BLDG. COMM. FEE	TOTAL LUMP SUM OFFER
FY 2007	\$	\$	\$
FY 2008	\$	\$	\$
FY 2009	\$	\$	\$

YEARLY % INCREASE BASED ON TOTALS ABOVE: _____%

Our Firm shall maintain the same yearly % increase for an additional 3 year period if County desires to renew contract: YES _____ NO _____

**BID SECURITY REQUIRED: NO
 PERFORMANCE BOND REQUIRED: YES**

**NOTE: RETURN 6 COMPLETE COPIES OF YOUR OFFER AND SUPPORTING MATERIAL.
 ALONG WITH A SEPARATE SEALED ENVELOPE WITH 2 COPIES OF YOUR PRICE PROPOSAL.
 MARK OUTSIDE OF THE OFFER AS FOLLOWS: SEALED RFP FOR SPEC. NO. 07-110**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster County, and to enter into a contract if this offer is accepted.

COMPANY NAME

Email: _____

STREET ADDRESS or P.O. BOX

BY (Signature)

CITY, STATE ZIP CODE

(Print Name)

TELEPHONE NO.

(Title)

FAX NO.

(Date)

INSTRUCTIONS TO PROPOSERS

LANCASTER COUNTY, NEBRASKA
PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Proposer shall submit eight (8) complete sets of the RFP documents and all supporting material. Any interlineation, alteration or erasure on the specification document shall be initialed by the proposer. Proposer shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the Proposer's letterhead and firmly attached to the response/offer document.
- 1.2 *Proposed prices shall be submitted on the Proposal Form included (attach detailed audit breakout) in a separate sealed envelope with the RFP number and/or description clearly marked on the outside of the envelope.*
- 1.3 Each RFP must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the Proposer; and be signed in ink by the Proposer.
- 1.4 Response by a firm / organization must include the name and address of each Partner or Shareholder.
- 1.5 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.6 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.7 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 21 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 31 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the County harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.
- 3.3 Proposer agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and implementing regulations pertaining to confidentiality of health information.
 - 1.1 Contractor agrees to comply with the terms of the County's "HIPAA Business Associate Contract" included with the "Sample Contract", which will be part of the contract and incorporated by this reference.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.

- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work is to be performed and has correlated their observations with the requirements of the RFP.

5. INDEPENDENT PRICE DETERMINATION

- 5.1 By signing and submitting this RFP, the proposer certifies that the prices offered have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other proposer competitor; unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the proposer prior to RFP opening directly or indirectly to any other competitor; no attempt has been made, or will be made, by the proposer to induce any person or firm to submit, or not to submit, a response for the purpose of restricting competition.

6. SPECIFICATION CLARIFICATION

- 6.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 6.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 6.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 6.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the County; proposers shall not rely upon oral interpretations.

7. ADDENDA

- 7.1 Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 7.2 Addenda will be mailed or delivered to all who are known by the County to have received a complete set of specification documents.
- 7.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 7.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 7.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

8. ANTI-LOBBYING PROVISION

- 8.1 During the period between the bid close date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their bid with any member of the County Board or County Staff except in the course of County-sponsored inquiries, briefings, interviews, or presentations, unless requested by the County.

9. EVALUATION AND AWARD

- 9.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 9.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time/ date established for receiving offers, and each proposer agrees in submitting an offer.
- 9.3 Fee envelopes will be opened and ranked according to the criteria set forth herein (see evaluation criteria).
- 9.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the County has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 9.5 A committee will be assigned the task of reviewing the proposals received.
 1. The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 2. The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 9.6 The RFP will be awarded to the most responsible proposer whose proposal will be most advantageous to the County, and deemed will best serve their requirements.
- 9.7 The County reserves the right to accept or reject any or all offers, parts of offers; request rebids; waive irregularities and technicalities in offers; such as shall best serve the requirements and interests of the County.

10. TERMINATION/ASSIGNMENT

- 10.1 The County may terminate the Contract if the Contractor:
 1. Refuses or fails to supply enough properly skilled staff to satisfactorily provide complete audit requirements as requested.
 2. Disregards laws, ordinances, or regulations or orders of a public authority having jurisdiction over the Contract.
 3. Otherwise commits a substantial breach of any provision of the Contract Document.
- 10.2 *By mutual consent by both parties of the contract agreement*, upon receipt and acceptance of written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.
 1. Upon any such termination, the Contractor agrees to waive any claims for damages, including loss of anticipated profits, on account thereof, and as the sole right and remedy of the Contractor, the County shall pay Contractor in accordance with this section.
 2. Upon such termination, the obligations of the Contract shall continue as to options of the work already performed and as to bona fide obligations the Contractor assumed prior to the date of termination.
- 10.3 In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee for the benefit of creditors, of the property of the Contractor, the County may cancel this contract or affirm the contract and hold the Contractor responsible for damages.

- 10.4 The contract established as a result of this RFP process shall not be transferred to/or assigned without prior written consent of the County Board of Commissioners.

11. INDEMNIFICATION

- 11.1 The proposer shall indemnify and hold harmless the County, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the proposer, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 11.2 In any and all claims against the County or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 11.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

12. TERMS OF PAYMENT

- 12.1 Unless other specification provisions state otherwise, payment in full will be made by the County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and met all contract specifications or as specified in the contract documents.

13. LAWS

- 13.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

**SPECIFICATIONS
FOR
AUDITING SERVICES
FOR LANCASTER COUNTY**

1. **SCOPE OF SERVICES:** Lancaster County Nebraska ("*County*") is seeking proposals from interested Auditing Firms ("*Proposers*") for furnishing audit services to the County, in accordance with generally accepted auditing standards, of financial statements prepared in accordance with generally accepted accounting principals applicable to governments, and in accordance with provisions of the Single Audit Act of 1984 as amended in 1996, OMB Circular A-133.
- 1.1 CONTRACT TERM: The County is interested in entering into a three (3) year contractual agreement with three (3) additional one (1) year renewals (renewals are at the County's option for a possible total of six years) for a professional firm to provide Auditing Services for all Lancaster County Funds and all County Officers.
- 1.2 Proposed audit must conform to all generally accepted auditing standards using practitioners of accountancy licensed in the State of Nebraska.
- 1.3 The County's fiscal year is July 1 through June 30.
- 1.3.1 Proposed contract would begin with the County's fiscal year 2007 (June 30, 2007) and include fiscal years 2008 and 2009.

2. **INQUIRES:** All Inquiries are to be made, in writing to:

Bob Walla, Assistant Purchasing Agent
"K" Street Complex (SW Wing)
440 So. 8th Street, Suite 200
Lincoln, NE 68508
rwalla@lincoln.ne.gov FAX: (402) 441-6513

A copy of the latest audits, are available for review at the County's web site:

[Http://www.ci.lincoln.ne.us/cnty/budget/index.htm](http://www.ci.lincoln.ne.us/cnty/budget/index.htm)

(Including: Lancaster County, the Community Mental Health Center, the leasing corporation, the veteran's aid fund and the Lincoln/Lancaster County Public Building Commission)

3. **RFP PROCESS SCHEDULE:**

3.1	Final Date for Receipt of Proposals:	03/30/2007
3.2	Notification of Finalists:	04/06/2007
3.3	Oral Presentations by Finalists(If necessary):	04/20/2007
3.4	Selection of Successful Firm	04/27/2007

4. **GENERAL INFORMATION:** Proposed audits must satisfy the requirements of sections 23-1608 to 23-1609 R.R.S. NE 1943, as amended, and conducted in accordance with "Government Auditing Standards" issued by the Comptroller General of the United States, the provisions of the OMB Circular A-133 Audits of "States, Local Governments, & Non-Profit Organizations" and rules and regulations promulgated by the Auditor of Public Accounts.
- 4.1 The product produced shall be bound copies of the final reports and shall include a report cover, index or table of contents, independent auditors' reports (financials, compliance and internal control), financial statements, supplemental schedules, notes to the financial statements and such additional information as may be required by the Nebraska revised Statutes and/or Generally Accepted Accounting Principles (GAAP).
- 4.2 Management letter/s which include recommendations affecting the financial statements, internal control, accounting systems and legality of actions and other matters considered appropriate are to be considered as an integral part of the audit report.
- 4.2.1 A sufficient quantity of the final auditing reports shall be supplied to meet the

County needs (approximately 50 copies of the County-wide audit and 12 copies of all other audits requested).

- 4.3 The successful Proposer shall provide access to working papers for parties authorized by the County Board of Commissioners including appropriate federal agencies for the period of time specified in relevant agreements entered into by the County.

5. TIME OF PERFORMANCE:

- 5.1 City/County Building Commission Audit Services to be performed hereunder by the Proposer shall be completed in such a sequence as to assure their expeditious completion by **no later than six (6) months after each fiscal year end** (on or before December 31) unless otherwise stated (see 13.1).
- 5.2 Lancaster County Audit Services to be performed hereunder by the Proposer shall be completed in such a sequence as to assure their expeditious completion by **no later than seven (7) months after each fiscal year end** (on or before January 31) unless otherwise stated (see 13.1)
- 5.3 A Performance Bond in the amount of \$10,000.00 shall be required of the successful proposer within 21 days of Board of Commissioner award. This bond shall remain in effect throughout the term of this contract and any subsequent renewals. Failure of successful proposer to deliver the services listed in these specifications within the time lines addressed in 5.1 and 5.2 may entitle the County to claim reimbursement using the Performance Bond.
- 5.4 The Successful Proposer will be required to meet specific deadlines for the completion of this contract:
 - 5.4.1 Contact Dennis Meyer - Lancaster County Finance Director on July 15th for Community Mental Health Center Information update.
 - 5.4.2 Contact Dennis Meyer on October 1 for Public Building Commission Information Update.
 - 5.4.3 Contact Dennis Meyer on November 30 for remaining County audit Information Update.

6. FEES AND CONTRACT AMENDMENTS: The Price Proposal included with your offer shall include a firm fixed price proposal for each of the possible three (3) contract fiscal years.

- 6.1 Provide your Price Proposal (two copies including all attachments) **in a separate sealed envelope** marked "RFP #07-110, Fee Schedule for (your firm name)".
- 6.2 All fees listed in the proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is ratified by both parties.
 - 6.2.1 The County agrees to pay the Proposer a sum not to exceed the contract amount annually for all services required herein, which **shall include reimbursement for any expenses incurred.**
 - 6.2.1.1 The Proposer, by submission of this offer, agrees to complete the project and all services provided herein for said firm, fixed compensation.
 - 6.2.2 Extenuating circumstances may exist throughout the contract period which may require mutually agreed upon adjustments to the contract prices.
 - 6.2.2.1 Such changes, which are mutually agreed upon, shall be incorporated in written amendments to the contract.
- 6.3 Included with your RFP (on the form provided, in a separate sealed envelope) detail the individual fixed price proposals for **auditing service fee for the County** (to include: The County audit; separate audit for, the Community Mental Health Center; Veterans Aid Fund; and Lancaster County Leasing Corp.) and a **separate auditing fee for County/City Public Building Commission audit** (see 13.2) - Include any additional fees/charges on an attachment to the form.

7. METHOD OF PAYMENT: The successful Proposer shall be entitled to payment in accordance with the following provisions:

- 7.1 Monthly payments will be made as billed by the successful Proposer and approved by the County while work is in progress.
 - 7.2 Twenty percent (20%) of the firm, fixed fee will be retained until all deliverables are received and approved by the County.
- 8. OPTIONS TO RENEW:** The initial contract period is for three (3) years with options to renew for three (3) additional, one (1) year periods.
- 8.1 Renewals will be offered at the County's option.
 - 8.1.1 By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the prices listed(% of yearly increase) herein and under the same conditions governing the original contract.
 - 8.1.2 Any request for an increase in the base prices or percentage listed or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the initial contract period.
 - 8.1.3 Audit Services for FY 2007, 2008 and 2009 shall not commence without an engagement memorandum signed by both parties for the particular fiscal year.
- 9. TERMINATION PROVISIONS:** The County shall have the right to terminate this contract upon twenty (20) days written notice to the Successful Firm, if the Proposer:
- 9.1 Refuses or fails to supply enough properly skilled staff to satisfactorily provide complete acceptable auditing services as requested by the County.
 - 9.2 Disregards laws, ordinances, or regulations or orders of public authority having jurisdiction over the Contract.
 - 9.3 Otherwise commits a substantial breach of any provision of the Contract Documents.
 - 9.3.1 Twenty days after the receipt of such notice, the contract shall automatically terminate without further obligation of the parties, except the Proposer may be paid on the basis of performed work hereunder which can be used by the Proposer secured by the County to complete the requirements (applies to 9.1, 9.2 and 9.3).
 - 9.3.2 The county may, at its discretion, contract for provision of the services required to complete the contract and hold the Proposer liable for all expenses incurred in such additional contract over and above the total cost of performance set forth in the contract (applies to 9.1, 9.2 and 9.3).
 - 9.4 Should legislative changes or regulation occur altering the County's auditing requirements, the County reserves the right to limit the number of years to which the County will be bound to the agreement or adjust the contract price for any changes in the "Scope of Work" (see 6.2.2 herein).
 - 9.5 *By mutual consent by both parties of the contract agreement*, upon receipt and acceptance of written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.
 - 9.5.1 Upon any such termination, the Proposer agrees to waive any claims for damages, including loss of anticipated profits, on account thereof, and as the sole right and remedy of the Proposer, the County shall pay Proposer in accordance with this section.
- 10. SERVICES AND MATERIALS TO BE FURNISHED BY THE COUNTY:**
- 10.1 The County shall furnish the Proposer with all available necessary information, data and materials pertinent to the completion of the County Audits.
 - 10.2 The County shall cooperate with the Proposer in carrying out the work herein, and shall provide adequate liaisons between the Proposer and other agencies of County Government.
 - 10.3 The County Board of Commissioners has established an Audit Committee to play an active role in the annual audit of County records.
 - 10.3.1 Responsibilities of the Audit Committee include meeting with the Proposer prior to the audit and resolving any issues or concerns relative to the audit.

10.4 An annual exit conference with the Proposer will also be conducted by the Audit Committee upon completion of the audit field work to address any issues or concerns.

11. **ACCOUNTING RECORDS:** The County Financial System is "People Soft Enterprise One" and is supported by the City of Lincoln's Information Services Division County Records are maintained on the following basis.

11.1 REVENUES: are generally recorded at the time the cash is collected rather than when revenues are earned.

11.1.1 Exceptions are made in instances where significant revenues are not collected yet are earned and measurable and were anticipated in the estimated revenues for that fiscal year.

11.2 EXPENDITURES: Payroll expenditures are accrued to the end of the month based on the last full payroll of the month and the number of days remaining in the month.

11.2.1 Employees are paid bi-weekly.

11.2.2 Vendors are paid weekly.

11.2.3 Cutoff for submission of vendor payment is the last working day of the fiscal year (June 30th). These will be reflected as vouchers payable.

11.2.4 If an agency is out of appropriations, the claim will be charged to the new fiscal year.

11.2.5 Encumbrances are carried as a reserve of fund balance and as an obligation against appropriations for budgetary accounting.

11.3 The audit report was issued on the modified cash basis for FY05.

11.3.1 The FY 06 audit will be issued on the accrual basis.

12. **FISCAL YEAR REVENUES, EXPENDITURES AND STAFF:**

12.1 FY 2005: EXPENDITURES \$138,338,703 REVENUES \$132,999,283

12.2 BUDGETED FULL TIME EQUIVALENT POSITIONS FOR FY06: 1,140

12.3 FY 2005 audit report reflects the additional receipts and disbursements for the following County Offices:

<u>AGENCY AND FUND DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENT</u>
County Clerk Fees	\$55,526.00	\$55,526.00
Register of Deeds Fees & Doc. Stamp Tax	\$3,961,327.00	\$3,990,399.00
Clerk of the District Court - Alimony, Child Support and Fees	\$6,961,545.00	\$7,195,284.00
County Sheriff Fees and Others	\$1,784,768.00	\$1,778,716.00
County Attorney Bad Checks & Fees	\$760,619.00	\$604,317.00
Noxious Weed District	\$32,607.00	\$32,607.00
County Corrections Inmate Funds and Board & Room	\$4,735,954.00	\$4,738,532.00
Veteran's Aid Fund	\$0.00	\$2,927.00
County Engineer Fees & Reimbursements	\$590,975.00	\$590,975.00
Extension Board	\$153,558.00	\$153,558.00
TOTAL	\$19,036,879.00	\$19,142,841.00

- 12.4 Total expenditures of Federal Awards for FY 2005 was \$6,543,922 which included five major programs.
- 12.5 The FY 2005 Audit Costs - **\$2,575.00**, The FY 2006 Audit Costs - **\$2,650.00** for the Public Building Commission
- 12.6 The FY 2005 Audit Costs - **\$38,250.00**. The FY 2006 Audit Costs - **\$39,500.00** for Lancaster County.
- 12.7 The FY 2005 Audit report of the County included the Lancaster County Leasing Corporation as a blended component unit.

13. ADDITIONAL REQUIREMENTS AND AUDITS: Separate audit reports or additional fieldwork will be required for the following:

- 13.1 WITHIN THE COUNTY WIDE AUDIT:
 - 13.1.1 COMMUNITY MENTAL HEALTH: This audit is on an accrual basis and must satisfy the audit and reporting requirements of Region V Mental Health.
 - 13.1.1.1 This audit report is due 90 days after June 30th year end.
 - 13.1.2 LANCASTER LEASING CORPORATION: A separate audit report is required for the Leasing Corporation established by the County Board of Commissioners.
 - 13.1.3 VETERANS AID FUND: A cash based audit of the County Veterans Service Committee is required.
 - 13.1.4 DIVERSION SERVICES & BAD CHECK PROGRAM: These programs are under the direction of the County Attorney and must be included as part of their audit.
 - 13.1.5 TRANSFER OF COUNTY OFFICERS: Cash and other assets are the responsibility of the respective officer of each county agency.
 - 13.1.5.1 In the event there is a change in County Officials (due to election or other appointment) the Contractor shall make a proper determination that all cash and other assets of the County have been accounted for and transferred to the new official.

14. INDIVIDUAL AUDIT STAFF TECHNICAL QUALIFICATIONS: The proposal information requests and evaluation criteria are as follows:

- 14.1 ***Identify the proposed audit team*** and include resume information on each team member. Indicate the number of people (by level) located within the local office that will conduct and supervise the audit.
 - 14.1.1 Provide a list of the local office's current and prior government audit clients indicating the type(s) of services performed and the number of years served for each.
 - 14.1.2 Should include the depth of staff within the local office and government audit experience within the office, as well as years devoted to government auditing.
- 14.2 ***Describe the experience in government audits*** of each senior and higher level person assigned to this audit, including years on each job and their position while on each audit.
 - 14.2.1 Indicate the percentage of time the senior will be on-site.
 - 14.2.2 Provide a list of similar prior and current audits for each senior person assigned to this audit, including auditing relevant to particular government organizations, programs, activities or functions.
 - 14.2.3 Each individual, **including senior and supervisory persons*, should have performed at least three (3) government audits within the past two (2) years.
- 14.3 ***Describe the relevant educational background*** of each individual assigned to the audit (should include seminars and courses attended within the past two years).
 - 14.3.1 Each individual*, should have attended at least one governmental accounting or auditing update course within the past two (2) years.

- 14.4 **Describe the participation of Team members* in state or national professional organizations;** include speaker or instructor roles in conferences or seminars, or authorship of articles and books.
 - 14.4.1 Emphasis is given only if one or more persons have experience in a particular government organization, program, activity or function relevant to this audit.
- 14.5 **Indicate your firm's expertise in providing interpretations of pronouncements** requiring new or changed financial disclosures and their application to the financial statements, including resources available to you other than your local office.
 - 14.5.1 List the name of the governmental clients that your local office has provided this service to and the type of help provided.
 - 14.5.2 Additional technical expertise should be available within the local office and other firm resources.
- 14.6 **Indicate training and experience with audits performed under the Single Audit Act of 1984** as amended in 1996 and OMB Circular A-133 by individuals on the audit team.
 - 14.6.1 Score based on depth of understanding of the Act and amendments.
- 14.7 **Describe your audit organization's participation in AICPA** - sponsored or comparable quality control programs.
 - 14.7.1 This is related to quality of the audit and review process within the audit organization and local office.
15. **PROPOSAL APPROACH:** Include, at a minimum, the following points:
 - 15.1 Type of audit program used (i.e., tailor-made, standard government, etc.)
 - 15.2 Organization of audit team and approximate percentage of time spent on the proposed audit.
 - 15.3 Management letter (provide a sample letter). Should have an emphasis on improving operation efficiencies.
 - 15.4 Typical assistance expected from government's staff.
 - 15.5 Tentative schedule for completing the audit within specified deadlines of the RFP, including time estimates, number of hours required to complete audit (i.e., percentage of time for report review and detailed testing, and commencement & completion dates).
16. **FEES AND COMPENSATION:**
 - 16.1 Implementation of new GASBs should be considered within the scope of the audit and included in the fixed price proposal.
 - 16.2 Estimated total hours for performing the County wide and Building Commission audits (use actual estimated hours).
 - 16.3 Estimated additional expenses (itemized).
 - 16.4 Proposed hourly rate by staff classification (reflect the billing rate to the County, if different from the standard rate).
 - 16.5 Total firm fixed price proposal for the County wide audit and a separate fee for the Building Commission audit.
17. **EXCEPTIONS:** Conditional or qualified proposals are subject to rejection in whole or in part.
 - 17.1 All exceptions to the requirements, conditions, specifications, or other provisions of this RFP must be in writing and attached as an exhibit to the proposal clearly labeled "Exceptions & Clarifications of the Requirements" at the time of submission by the Proposer.
 - 17.1.1 Exceptions and clarifications made in any other manner or form whether by omission or by inclusion in any other manner other than as specifically

- described herein shall not be made a part of the resulting contract.
- 17.1.2 Exceptions and clarifications made by the Proposer which are determined to be acceptable to the County shall be made a part of the resulting contract.
 - 17.1.3 Exceptions and clarifications which are not made a part of the contract shall not be included in the contract nor be binding upon the County and the requirements, conditions, specifications and provisions of the RFP shall prevail.

18. EVALUATION CRITERIA: This project will be awarded to the most responsive Proposer whose proposal will be most advantageous to the County, and deemed by the Audit Committee to best serve the Counties needs. Proposers will be ranked according to the following criteria:

- 18.1 **MANDATORY CRITERIA:** Must meet the following criteria to be considered:
 - 18.1.1 Must be licensed to practice public accounting in the State of Nebraska.
 - 18.1.2 Must have undergone an acceptable external quality control review within the last 3 years.
 - 18.1.3 Appropriate staff must meet the continuing education as noted in "Government Auditing Standards" published by the Comptroller General of the United States (1988).
 - 18.1.4 Must not have a disciplinary record of substandard work filed against them.
- 18.2 **QUALIFICATIONS:** Organizational structure and experience of the firm in government auditing.
 - 18.2.1 Recent experience in similar types of work.
 - 18.2.2 Individuals with whom the proposed audit team may consult.
 - 18.2.3 Qualifications of the audit team and number of individuals trained and experienced in governmental auditing.
- 18.3 **PROPOSED APPROACH:** Understanding of scope of services and approach to the County auditing requirements.
 - 18.3 Including, type of audit, organization of team, county involvement, etc.
- 18.4 **SCHEDULE OF WORK:** Realistic proposed time schedule for completing the work.
- 18.5 **EXCEPTIONS:** Conditional or qualified proposals are subject to review by the County and may be rejected in whole or in part.
- 18.6 **ORAL INTERVIEWS:** The County designated Audit Committee will review the Proposers' written proposal and rank them according to the criteria listed, then the top ranked Proposer(s) will be contacted to participate in a verbal interview(s).
 - 18.6.1 The select Proposer or group of Proposers will be invited to make a verbal presentation to clarify and expand upon the proposal response.
- 18.7 **FEES AND COMPENSATION:** Overall cost, including expenses for the performance of the work described herein.

**SAMPLE EVALUATION FORM
LANCASTER COUNTY
EXTERNAL AUDITING SERVICES
RFP #07-110**

NAME OF FIRM EVALUATED: _____

EVALUATED BY: _____

DATE: _____

Proposal must meet the following mandatory criteria to be considered:

1. Must be licensed to practice public accounting in the State of Nebraska.
2. Must have undergone an acceptable external quality control review within the last 3 years.
3. Appropriate staff must meet the continuing education as noted in "Government Auditing Standards" published by the Comptroller General of the United States (1988).
4. Must not have a disciplinary record of substandard work filed against them.

Rating on technical criteria:

1. QUALIFICATIONS: Organizational structure and size of entire firm. Included: resources available, personnel and research, existing areas of specialization, and commitment to governmental auditing and related. (0-10) _____
 2. QUALIFICATIONS: Resumes of the audit team and number of individuals trained and experienced in governmental auditing. Also included are the qualifications of individuals with whom the audit team may consult, training/continuing education, level of experience as accountants, percentage of time devoted to governmental units, and number of CPA's involved. (0-10) _____
 3. QUALIFICATIONS: Recent experience with similar type of governmental auditing services. (0-10) _____
 4. SCOPE OF SERVICES: Understanding of work, including: commentary showing understanding of what is required to perform a successful public audit, ability to identify and address critical areas of exposure and non-conforming activities. (0-10) _____
 5. SCOPE OF SERVICES: Organization of audit team and percent of time by team members spent on the audit. (0-10) _____
 6. SCHEDULE OF WORK: Realistic proposed time schedule for completing the work, including: number of hours to perform specific tasks and personnel devoted to these tasks. (0-10) _____
- TOTAL POINTS FOR TECHNICAL SCORE: (0-60) _____

NOTE: Points will be allocated on the basis of 0 being poor and 10 best.