



Request for Proposal:
Financial Statement Audit
For the year ended December 31, 2024

Pettis County Ambulance District
210 W 4th Street
Sedalia, MO 65301

Specifications for Financial Statement Audit

For Additional Information Contact:

Jamie Luebbering
Chief Financial Officer
660-829-0777 ext. 908

Bid Closing Date/Time: November 12, 2024 at 2:00 pm

Bid Awarded: November 26, 2024 at 6:00 pm CST

SECTION 1

Pettis County Ambulance District is soliciting sealed bids from qualified Certified Public Accounting firms for the audit of the statement of net position-modified cash basis for the years ended December 31, 2024, 2025, and 2026.

Bid closing will be on November 12, 2024 at 2:00 p.m.

Bid proposals shall be mailed or hand delivered to Pettis County Ambulance District, 210 W 4th Street, Sedalia, MO 65301. Envelopes shall be sealed and marked "AUDIT BID."

SECTION 2

GENERAL TERMS AND CONDITIONS:

Pre-Qualifications:

Any firm responding to this bid must be a Certified Public Accounting firm and must have previous experience in the audit of governmental entities.

Required Due Date of Audit Report and Management Letter:

The draft of completed audit report, final report and management letter will be due in the office of the District's Chief Financial Officer by the first Tuesday in June.

Award of Contract:

It is the intention of the District's administration to make a recommendation to the Board of Directors of Pettis County Ambulance District at the Board Meeting on November 26, 2024 at which time it is expected that final approval will be made. Work will commence at a mutually agreeable time.

Criteria used in Evaluating those Firms Bidding:

1. Responsiveness of the proposal in clearly stating:
 - a. understanding of audit coverage required;
 - b. experience of firm including names of recently audited and/or audited governmental entities of similar nature as the District; and,
2. Qualifications of team and supervision which will be exercised over the team by upper management.
3. Cost of the work to be performed. Although cost is a significant factor, it will not be the dominant factor. Cost will be given more importance when all the other evaluation criteria are relatively equal.

Audit Teams Working Space:

The District will provide a room within the headquarters building. There will be adequate space for up to four people with access to a copy machine.

The firm shall provide 8 bound copies of the Audit Report.

The bid proposal should be specific as to District's support which will be required prior to the arrival of the engagement team, as well as during the audit. Include information such as schedules required, documents to be pulled, and data to be reproduced.

Upon completion of fieldwork the engagement manager will meet with the District's Chief Financial Officer to discuss adjustments, recommendations, and a preliminary draft of the financial statements. Upon agreement by both parties, the engagement manager or partner will present a final draft to the District's Board of Directors and answer any questions that the Directors might have.

The Pettis County Ambulance District reserves the right to reject any and all bids and waive any informality.

The Pettis County Ambulance District also reserves the right to select the lowest and/or best bidder as determined by the District in its sole discretion.

Section 3

Proposal Package:

The attached table of contents shall be completed as instructed and returned in your response to the request for proposal.

TABLE OF CONTENTS

The following table sets forth the specific items to be addressed in your proposal. Respondents must return this page with their proposal and with the corresponding page numbers indicated for the information submitted within their proposal. In order to be considered, respondents must include responses to all items requested below.

PROPOSAL RESPONSE ITEM		PAGE NO.
A.	TABLE OF CONTENTS: Submit this page with page numbers inserted.	—
B.	LETTER OF TRANSMITTAL: Limit to three pages; to be submitted on firm letterhead. 1. State firm’s understanding of the work to be performed and a commitment to perform the work within the time period. 2. Include any additional relevant information not otherwise requested in the request for bid. 3. The signature on the letter shall be of a person authorized to represent and bind the firm.	— - —
C.	PROFILE OF THE FIRM: 1. State whether the firm is national, regional or local and the number of years the firm has been in business. 2. State firm’s continuing education policy. 3. State whether or not the firm has a quality control document/plan and include a copy of the firm’s most recent peer review report. 4. Indicate additional services provided by firm without the use of outside consultants.	
D.	RESUMES OF PERSONNEL: Attach resumes of the personnel who will be assigned to this engagement. Identify their particular roles in this audit. Identify their experience in governmental accounting.	— - —
E.	APPROACH TO THE AUDIT: Submit a work plan to accomplish the scope of the audit.	
F.	EXPERIENCE / REFERENCES: List audits of similar scope with which this firm is currently involved or which it has completed within the past five years. Include name of governmental entity, contact person and phone number, period of audit, as well as firm personnel involved on the engagement.	— - —
G.	ADDITIONAL INFORMATION: Include work space requirements, District staff support required, number of days of fieldwork, etc.	
H.	FEE PROPOSAL: Include a three year proposal for audit of the District’s basic financial statements.	— - —