



City of Odessa

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Phone: 816-230-5577 • info@cityofodessamo.com
www.cityofodessamo.com

INVITATION TO BID / REQUEST FOR PROPOSALS

This Document Contains the Following:

- PART I: Invitation to Bid
- PART II: Introduction
- PART III: Nature of Services Required
- PART IV: Description of the Government
- PART V: Time Requirement
- PART VI: Proposal Requirements
- PART VII: Evaluation Procedures

PART I: REQUEST FOR BIDS

Bid No. 06-24

The City of Odessa, Missouri will accept bids from qualified firms interested in providing the following:

Professional Auditing Services

BIDS MUST BE RECEIVED BY:

January 21, 2025 at 4:00pm

There will be no public bid opening.

Please mark your bid "Bid 06-24" and return it to:

City of Odessa Finance Director
228 S. 2ND Street
PO Box 128
Odessa, MO 64076

For more information, contact:

Amy Finch, Finance Director: (816) 608-5650 or at Amy.Finch@CityofOdessaMO.com

**CITY OF ODESSA, MISSOURI
REQUEST FOR PROPOSALS**

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PART II: INTRODUCTION

Bid No. 06-24

GENERAL INFORMATION

The City of Odessa, Missouri (City) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year (FY) ending March 31, 2025, with the option of auditing its financial statements for each of the three subsequent fiscal years. These audits are to be performed in accordance with the generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, as amended and applicable.

Interested firms should submit three (3) original copies to the address below by no later than January 21, 2025 by 4:00 pm. Late proposals, regardless of delivery means, will not be considered. The City of Odessa, Missouri reserves the right to reject any or all proposals submitted.

City of Odessa Finance Director
228 S. 2ND Street
PO Box 128
Odessa, MO 64076

Proposals submitted will be evaluated by a selection committee selected by the City of Odessa, consisting of 3 to 5 Management-Level City staff and/or Elected Officials.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. All proposals submitted hereunder become the exclusive property of the City.

The firm selected shall comply with the requirements of Section 285.530 RSMo, which prohibits any business entity or employer from knowingly employing, hiring for employment, or continuing to employ an unauthorized alien to perform work within the State of Missouri. The Consultant hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. In connection therewith, Consultant covenants that it is not knowingly in violation of Section 285.530 RSMo; that it will not knowingly employ, hire for employment, or continue to employ any unauthorized aliens to perform work on the Project; and that its employees are lawfully eligible to work in the United States. Before commencing work on the project, the Consultant shall provide an Affidavit of Work Authorization in the form set forth at the end of the proposal and adequate documentation of participation in a federal work authorization program (such as E-Verify).

Pursuant to 34.600, RSMo., if the contract derived from this Invitation to bid is valued over \$100,000, or if the selected firm has 10 or more employees, the selected firm must complete a written certification that affirms the selected firm is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with

Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

During the evaluation process, the City reserves the right, where it may be in the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City 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 the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

It is anticipated the selection of a firm will be completed and awarded by the City of Odessa Board of Aldermen on February 10, 2025. It is expected that a contract will be executed between both parties.

TERM OF ENGAGEMENT

The City prefers to enter into a one-year agreement with three one-year options. The contract derived from this RFP or any party may be terminated by either party by giving sixty (60) days advance written notice to the other party; but if any work or service there under is in progress, but not completed as of the date of termination, the said contract may be extended upon written approval of the City until said work or services are completed and accepted.

In the event the agreement is terminated or canceled upon request and for the convenience of the City, without the required sixty (60) days advance notice, then the City shall pay the vendor for any work performed to date including reasonable direct expenses associated with that work.

Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision and termination costs, if any, shall not apply. The sixty (60) days advance notice requirement is waived in the event of Termination for Cause.

This contract is subject to annual funding by the City of Odessa, Missouri, in accordance with its normal funding practices. In the event funds are not available in full or in part, the contracts shall be canceled and/or subject to modification to the extent of availability of funds.

Any contract derived from this Invitation to bid shall be the entire agreement between the parties and shall supersede any prior agreements, obligations, or understandings between the parties. Such contract shall be in writing and executed by both parties.

PART III: NATURE OF SERVICES REQUIRED

Bid No. 06-24

SCOPE OF WORK TO BE PERFORMED

The City of Odessa, Missouri desires the auditor to express an opinion on the fair presentation of its basic, general-purpose fund financial statements in conformity with generally accepted accounting principles.

Auditor will prepare formal fund and government-wide financial statements and accompanying notes for the audit report.

The City of Odessa also requests that bids include work necessary to complete a Single Audit.

AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act Amendments of 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue one or more reports which collectively include the following information:

- A report on the fair presentation of the fund financial statements in conformity with generally accepted accounting principles.
- A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations.
- An "in-relation-to" report on the schedule of federal financial assistance, if applicable.
- A report on the internal control structure used in administering federal financial assistance programs (this report may be combined with report number 2), if applicable.
- A report on compliance with specific requirements applicable to major federal financial assistance programs, if applicable.
- A report on compliance with general requirements for both major and non-major federal financial assistance programs, if applicable.

The auditor shall communicate in a letter to management 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. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.

The report on compliance 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.

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

- The Mayor and Board of Aldermen, City of Odessa
- The City Administrator of the City of Odessa
- The City Clerk of the City of Odessa
- The Finance Director of the City of Odessa

Reporting to the Board of Aldermen: Auditors shall assure themselves that the City of Odessa, Missouri's Board of Aldermen is informed of each of the following:

- The auditor's responsibility under generally accepted auditing standards
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments
- Other information in documents containing audited financial statements
- Disagreements with management
- Management consultation with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit

WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Odessa, Missouri of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City itself, its cognizant agency, the U.S. General Accounting Office or auditors of entities of which the City is a recipient of grant funds.

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

The auditor will be required to provide assistance to the City throughout the contract period as deemed necessary.

PART IV: DESCRIPTION OF THE GOVERNMENT

Bid No. 06-24

BACKGROUND INFORMATION

The City of Odessa, Missouri is a fourth-class city and operates under the Mayor – Board of Aldermen – Administration form of government. The city’s population is currently at 5,593 (according to the 2021 census figures). The City of Odessa, Missouri operates on a fiscal year of April 1st through March 31st. As of the close of the year ending March 31, 2023, the City of Odessa, Missouri’s total revenues are \$13,252,581 and total expenditures are \$11,354,572.

The City of Odessa, Missouri provides the following services to its citizens:

- General Governmental Services
- Police Protection
- Animal Control/Codes Enforcement
- Electric Service
- Parks and Recreation
- Water, Sewer, and Contractual Solid Waste Services
- Street and Stormwater Maintenance

FUND STRUCTURE

The City of Odessa, Missouri uses the following fund types and account groups in its financial reporting:

- General Fund
- Special Revenue Funds
 - Transportation Sales Tax Fund
 - Capital Improvement Sales Tax Fund
- Debt Service Fund
- Parks and Recreation Fund
- Proprietary Funds
 - Water Funds
 - Sewer Funds
 - Electric Fund

BUDGETARY BASIS OF ACCOUNTING

The City of Odessa, Missouri prepares its budgets on a basis consistent with the generally accepted accounting principles and GFOA recommended practices.

PENSION PLANS

The City of Odessa, Missouri participates in a defined contribution retirement plan with Missouri Local Government Employees Retirement System (LAGERS).

MAGNITUDE OF FINANCE OPERATIONS

The City of Odessa operates with a Finance Director, City Collector/Accounts Payable, City Clerk/Human Resource, and Utility Billing Clerk, all of whom report to the City Administrator.

ACCOUNTING SYSTEM

The City's financial records and payroll records are all maintained using Tyler Incode/ERP Pro Version 10.

AVAILABILITY OF PRIOR REPORTS AND WORKING PAPERS

Interested proposers who wish to review the prior year's audit reports can find them on the City's website <https://www.cityofodessamo.com/departments/AdministrationFinance/FinancialReports>. Hard copies or electronic copies can be requested by emailing or calling the following:

Amy Finch, Finance Director
(816) 608-5650
Amy.Finch@CityofOdessaMO.com

The City of Odessa will use its best efforts to make prior audit reports and supporting working papers available to applicants to aid their response to this request for proposal.

PART V: TIME REQUIREMENTS

Bid No. 06-24

PROPOSAL CALENDAR

The following is a list of key dates (subject to change):

Email / Post RFP Notifications	December 19, 2024
Receive Proposals	January 21, 2025
Determine Proposal Recommendation	January 31, 2025
Contract to Board of Aldermen	February 10, 2025
Pre-Audit Meeting	July 7, 2025

DATE AUDIT MAY COMMENCE

The City of Odessa, Missouri will have all records ready for audit and all management personnel available to meet with the Firm's personnel as of July 7, 2025.

SCHEDULE FOR AUDIT

Proposal should include proposed timetable for the following:

- Detailed Audit Plan
- Fieldwork/remote work
- Draft Reports

Date Final Report is due: September 1, 2025

Board of Aldermen Presentation: September 8, 2025, subject to change.

It is expected that the auditor will have a representative available to present the report to the Board of Aldermen at the regular meeting in September, give a verbal summary of the report, and answer questions from the board.

ASSISTANCE TO BE PROVIDED TO THE AUDITOR/REPORT PREPARATION

The finance department staff and responsible management personnel will be available during the audit to assist the Firm by providing information, documentation and explanations. The finance department staff will assist in the preparation of confirmations, but final content and mailing will be the responsibility of the auditor.

The City of Odessa, Missouri will provide the auditor with reasonable workspace, desks and chairs. The City is also open to entering into an agreement with remote/offsite audit firms and this does not require field work to be done onsite, if this agreement is chosen.

Report preparation, editing and printing shall be the responsibility of the auditor.

PART VI: PROPOSAL REQUIREMENTS

Bid No. 06-24

GENERAL REQUIREMENTS

INQUIRIES: Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Amy Finch, Finance Director
(816) 608-5650
Amy.Finch@CityofOdessaMO.com

SUBMISSION OF PROPOSALS

The following material is required to be received by January 21, 2025 by 4:00 pm for a proposing firm to be considered:

- Proposals are to be submitted to the Finance Director, City of Odessa, Missouri in a sealed envelope clearly marked "Proposal for Professional Auditing Services, BID 06-24".
- A separate envelope, marked "Professional Fees" must contain the attached Schedule of Compensation, found at the end of the proposal.

COMPLIANCE, INDEMNIFICATION, INSURANCE

- Compliance: All contractual agreements shall comply with federal, state, or local laws, which apply to work performed under this agreement.
- Indemnification & Hold Harmless: Auditor shall indemnify and hold harmless the City of Odessa, their officers, agents, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his subcontractors.
- Insurance: Auditors shall provide a Certificate of Liability insurance, to be maintained during the period of the contract, which shall include general liability coverage in the amount of \$1,000,000 and proof of professional liability/errors and omissions insurance, to be maintained during the period of the contract.

TECHNICAL PROPOSAL

- LICENSE TO PRACTICE IN MISSOURI: An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Missouri.
- FIRM QUALIFICATIONS AND EXPERIENCE: The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.
- PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS:
 - Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement.
 - Indicate whether each person is registered or licensed to practice as a certified public accountant in Missouri.
 - Provide information on the government and auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES: For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in this request for proposal.

- **SPECIFIC AUDIT APPROACH:** Provide the following information on audit approach:
 - Proposed segmentation of the engagement.
 - Level of staff to be assigned to the engagement.
 - Sample size and the extent to which statistical sampling is to be used in the engagement.
 - Extent of use of Tyler Technologies software in the engagement.
 - Type and extent of analytical procedures to be used in the engagement.
 - Approach to be taken in determining laws and regulations that will be subject to audit test work.
 - Approach to be taken to gain and document an understanding of the City’s internal control structure.
 - Approach to be taken in drawing audit samples for purposes of tests of compliance.

SEALED DOLLAR COST BID

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. A Proposed Schedule of Compensation is provided at the end of the Invitation to bid.

The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid should include the following information:

- Name of Firm.
- Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Odessa, Missouri.
- A Total All-Inclusive Maximum Price for the FY24-25 audit with estimated maximum charges for each remaining option year.
- Include an hourly rate for services provided outside of the scope of the annual audit.

PART VII: EVALUATION PROCEDURES

Bid No. 06-24

SELECTION COMMITTEE

Proposals submitted will be evaluated by a selection committee selected by the City of Odessa consisting of 3 to 5 Management-Level City Staff and/or Elected Officials.

EVALUATION OF PROPOSALS

Members of the selection committee will review and rate each responsive proposal based upon the following criteria:

- Prior Audit Experience

- Staff Qualifications
- Peer Review considerations
- Audit Approach
- Single Audit Act Experience
- Governmental Accounting and Auditing Commitment
- References
- Pricing

Mandatory Elements:

- The audit firm is independent and licensed to practice in Missouri.
- The firm has no conflict of interest with regard to any other work performed by the firm for the City of Odessa, Missouri.
- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

Technical Quality:

- **Expertise and Experience:** The firm’s past experience and performance on comparable government engagements. The quality of the firm’s professional personnel to be assigned to the engagement and the quality of the firm’s management support personnel to be available for technical consultation.
- **Audit Approach:** Adequacy of proposed staffing plan for various segments of the engagement. Adequacy of sampling techniques and analytical procedures.

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Odessa, Missouri and the firm selected.

The City of Odessa, Missouri reserves the right without prejudice to reject any or all proposals at any time.

GENERAL CONDITIONS

The City of Odessa reserves the right to retain all proposals submitted and use any ideas contained within such proposal. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Odessa and the firm selected.

The firm should provide an affirmative statement that is independent of the City of Odessa as defined by the U.S. General Accounting Office’s Government Auditing Standards (1994).

The City of Odessa will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in this proposal.

The selected firm will be required to enter into an agreement relating to the firm's obligations to perform the work included in this Invitation to bid.

The proposal must remain valid for at least sixty (60) days from submittal date.

INCLUSIONS

A complete proposal must include the following assurances and schedules, with a signed attestation by an authorized representative of the proposing firm.

- **PROPOSER GUARANTEES:** The proposing firm certifies it can and will provide and make available, as a minimum, all services set forth in Part III, Nature of Services Required.
- **PROPOSER WARRANTIES:** Proposing firm warrants that it is willing and able to obtain an error 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.
- Proposing firm warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Odessa.
- Proposing firm warrants that all information provided in its proposal is true and accurate.

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ (name of person signing affidavit) as
_____ (title of person signing affidavit) first being duly sworn, on my oath, affirm
_____ (company name) is enrolled and will continue to participate in a
federal work authorization program in respect to employees that will work in connection with the
contracted services related to _____ (project name) for the duration
of the contract, if awarded in accordance with RSMo Section 285.530(2). I also affirm that
_____ (company name) does not and will not knowingly employ a person
who is an unauthorized alien in connection with the contracted services related to
_____ (project name) for the duration of the contract, if awarded.
Attached hereto is documentation affirming enrollment and participation in a federal work
authorization program with respect to the employees working in connection with the contracted
services.
In affirmation thereof, the facts stated above are true and correct (the undersigned understands that
false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature

Printed Name: _____

Title: _____

Company: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 2025. I am commissioned as
a notary public within the County of _____, State of Missouri, and my commission expires on
_____.

Signature of Notary

Date: _____

**PROPOSED SCHEDULE OF COMPENSATION
PROFESSIONAL AUDIT SERVICES
CITY OF ODESSA, MISSOURI**

All proposals submitted must include this proposed Schedule of Compensation page.

Name of Firm: _____

Certified Individual Representing Firm: _____

Address: _____

Telephone Number: _____

Email: _____

YEAR	Maximum Audit Fees	Hourly Rates for Additional Audit Services	Maximum Single Audit Fees
FY24-25 ENDING MARCH 2025 – BASE			
FY25-26 ENDING MARCH 2026			
FY26-27 ENDING MARCH 2027			
FY27-28 ENDING MARCH 2028			