

**CITY OF OLMOS PARK**  
**REQUEST FOR PROPOSALS**  
**PROFESSIONAL AUDIT SERVICES**

The City of Olmos Park is requesting proposals from qualified firms of certified public accountants to perform the annual audit of the City's and the City's Economic Development Corporation (EDC) financial records and internal controls for the fiscal year ending September 30, 2014.

There is no expressed or implied obligation for the City of Olmos Park or the City's Economic Development Corporation to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**CITY OF OLMOS PARK GENERAL INFORMATION:**

- \* Type A General Law Municipality
- \* Population approximately 2,300
- \* FY14 Budget approximately \$3,000,000
- \* City's Revenue sources:

Ad valorem taxes	67%
Sales tax	14%
Franchise taxes	5%
Court fines	7%
Miscellaneous	7%
- \* Approximately 1,123 accounts payable checks generated per fiscal year
- \* Funds include General, Sewer, Capital Improvement, Special Revenue, and Interest and Sinking Fund
- \* Outstanding debt (Certificates of Obligation)
- \* 36 full-time employees/5 departments (Administrative, Municipal Court, Police, Fire, Sanitation)

**CITY OF OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
INFORMATION:**

\* FY14 Budget approximately \$125,500

\* EDC's Revenue sources:

    ¼ of a cent sales tax

\* \* Approximately 50 accounts payable checks generated per fiscal year

**SCOPE OF WORK:**

The audit should include tests of accounting records of the City and the EDC and other procedures considered necessary to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. At the end of the audit, if warranted, a management letter to the Mayor should include any suggestions for improvements in management practices.

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 City Manager and the Mayor of the City of Olmos Park.

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 Olmos Park of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City of Olmos Park or the EDC and to respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

15 copies of the final audit report shall be provided to the City/EDC.

**ASSISTANCE BY CITY STAFF:**

The City staff will be available during normal working hours to provide information, documentation and explanations and to offer limited administrative assistance. Staff will prepare and mail confirmation letters and retrieve invoices selected for testing.

A work area at City Hall will be available on most business days. Prior notice will be given by the City when the work area will not be available. Copy and fax machines may be used on a limited basis.

**DATES OF AUDIT:**

City staff anticipates completing all FY14 entries by October 10, 2014. The audit may begin after that date. Field work should be completed by November 17, 2014, and a draft report sent to the City Manager no later than December 8, 2014. The final

published audit is scheduled for presentation to the City Council on December 18, 2014, and should be provided to them for review by December 11, 2014.

The above dates may be revised by mutual agreement of the auditor and the City Manager.

### **PROPOSAL REQUIREMENTS:**

To be considered, one (1) original and seven (7) copies of the City's proposal must be received by Celia DeLeon, City Manager, 120 W. El Prado, San Antonio, Tx 78212 by 5 p.m., September 11, 2014. Late proposals will not be considered. The proposal should include:

1. A signed letter of transmittal briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm is the best qualified to perform the audit and a statement that the proposal is a firm and irrevocable offer for the period stated.
2. A list and description of any professional relationships involving the City of Olmos Park or the EDC for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, any auditors assigned to the audit or having oversight of the work performed should disclose any personal or financial relationships with the Mayor, any person on the City Council or the Economic Development Corporation or with any staff member in a position with the City of Olmos Park that might create a conflict of interest, or the appearance of a conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
3. A statement of 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.
4. Information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
5. For the firm's office that will be assigned responsibility for the audit, list the five (5) most significant engagements performed in the last five years that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

**SEALED FEE ESTIMATE:**

A sealed fee estimate should contain all pricing information relative to performing the audit including rates of compensation and number of anticipated hours of each level of staff that may be assigned to this audit. The total all-inclusive maximum fee should include all direct and indirect costs and anticipated out-of-pocket expenses. If it should become necessary for City of Olmos Park to request the auditor to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between City of Olmos Park and the firm. Any such additional work agreed to between City of Olmos Park and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

**EVALUATION OF PROPOSALS:**

Proposals will be evaluated by the City Manager in consultation with one or more members of the City Council. During the evaluation process, the City of Olmos Park may request additional information or clarifications or allow corrections of errors or omissions. At the discretion of the City Manager or the City Council, some, but not necessarily all, firms submitting proposals may be asked to make oral presentations as part of the evaluation process.

The City of Olmos Park 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 of Olmos Park and the firm selected.

It is expected that final selection will be made in the regular September City Council meeting (please call for date), to be determined.

**ADDITIONAL INFORMATION:**

A copy of the FY14 Budget and the FY13 Audit Report are available for your review during normal business hours at:

City of Olmos Park  
120 W. El Prado  
San Antonio, Texas 78212  
210.824.3281

The City of Olmos Park reserves the right without prejudice to reject any or all proposals, to request more information, or to extend the date of final selection.