REQUEST FOR QUALIFICATIONS

# 26767

Professional Auditing Services

For Auditor to Memphis and Shelby County Community Redevelopment Agency (CRA)

Division of Planning & Development

Due Date:
June 20, 2014
2:00 P.M. CST
I. **GENERAL INFORMATION**

The City of Memphis is seeking proposals from interested and qualified certified public accountant professionals to audit the fiscal operations of the Memphis and Shelby County Community Redevelopment Agency to determine the effectiveness of its financial management systems and internal procedures established and utilized for the period from July 1, 2013 through June 30, 2014. The term of the contract will begin upon the execution of the contract and will last for one year or the submission of the audit report to the State of Tennessee Comptroller’s Office not to exceed the expiration date which will be one (1) from the date of execution. There will be an option to renew for three (3) additional years upon agreement by both parties.

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<tr>
<th>Year</th>
<th>For audit year</th>
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<tr>
<td>Year 1</td>
<td>July 2013 – June 2014</td>
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<td>(Begins upon execution of contract – ends 1 year from execution)</td>
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<td>Year 2</td>
<td>July 2014 – June 2015</td>
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<td>Year 3</td>
<td>July 2015 – June 2016</td>
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<td>Year 4</td>
<td>July 2016 – June 2017</td>
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<td>(optional)</td>
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**Background**

The Community Redevelopment Agency (“CRA”) is a joint city and county entity authorized under the provisions of the State of Tennessee “Community Redevelopment Act of 1998”. Memphis City Council and Shelby County Board of Commissioners by joint resolution and ordinance established the Memphis and Shelby County Community Redevelopment Agency (CRA), Bylaws, and Board of Directors. The Memphis and Shelby County Community Redevelopment Agency has all the necessary powers to plan, finance, and implement development and redevelopment activities. The agency was established for the purpose of improving the quality of life through the removal of slum and blight within Memphis and Shelby County, Tennessee. There are currently two redevelopment programs, Uptown and Highland Row.

Tax Increment Financing is a one-time program established for a maximum of 30 years from the date of approval. Tax Increment Financing is the primary source of revenue and is received from City of Memphis and Shelby County Property Tax collection on non-exempt parcels paid in full. The CRA receives monthly reports from both the County Trustee’s Office and City of Memphis Treasurer’s Office regarding the collection of property taxes on non-exempt parcels. The CRA operates on a fiscal year beginning July 1 and ending June 30.
Submission of Qualifications

Respondents are to submit one original and two (2) copies of their Statement of Interest and Qualifications in accordance with the instructions in this RFQ. Responses must be submitted in a sealed envelope/package, with the Request for Qualifications Name and Number and the Company Name clearly visible on the outside of the packet. Responses must be received by June 20, 2014 at 2:00 PM Central Daylight Time at the following location:

Qualifications for Professional Auditing Services
For the Division of Planning & Development
City of Memphis
125 N. Main, Room 354
Memphis, TN 38103

Since all submittals generated by the Respondent to this RFQ become the property of the City of Memphis/Division of Planning & Development, the Respondent agrees that it will not, without written approval by the City, disclose publicly said records.

Subsequent to the award of contract, all information submitted as part of, or in support of the qualifications will be available for public inspection in compliance with applicable laws.

Telegraphic or facsimile submissions will not be considered. Any Statement of Interest and Qualifications received at the above location after the exact time specified for receipt will not be considered.

II. Requested Scope of Services (Completion Certifications)

Purpose/Scope of Work

To select the best-qualified proposer (hereinafter referred to as “Consultant”) and award an approved contract for professional services to perform the Services and to satisfactorily complete all activities associated with the Services.

Services Required/Technical Standards

The examination will be conducted and reports issued in accordance with all applicable technical standards and requirements, including:

- Generally Accepted Government Auditing Standards (GAGAS)
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- Government Auditing Standards (“Yellow Book”)
- Government Accounting and financial Reporting Standards Act
• Audits of State and local Government and Non Profit Organizations (OMB Circular A-133)
• Standards set forth by the Governmental Accounting Standards Board (GASB)
• Requirements prescribed by the Comptroller of the Treasury, State of Tennessee
• GFOA Standards for the Certificate of Achievement for Excellence in Financial Reporting

Services Required/Proposal Requirements

The proposal to audit will specifically state:

• Designated contract
• Firm’s prior government auditing experience (local office)
• Proposed audit staff with brief resume of each, indicating: (a) Prior government experience, (b) Qualifications, and (c) Compliance with continuing education requirements
• Most recent quality review report: (a) Note date of review, (b) Indicate whether or not you were conducting any governmental audits at the time of the review, and (c) Indicate whether or not any governmental audits were included in the review
• Any additional services to be provided or available

Completion Requirements

Following the completion of the audit of the fiscal year’s financial statements of the CRA, the auditor shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. The auditor shall determine whether:

• The financial statements of the CRA present fairly its financial position and the results of its financial operations in accordance with generally accepted accounting principles
• The CRA has an internal control structure and other control systems to provide reasonable assurance that it is managing funds in compliance with applicable laws and regulations.

III. QUALIFICATION, PREPARATION AND SUBMISSION REQUIREMENTS

Respondent’s Understanding of Requirements

Respondents are expected to examine and understand the Scope of Services.
Questions from Prospective Respondents

All questions regarding this RFQ should be directed to Mary Lynn Seale:

Phone: (901) 576-7140  
Email: Mary.Seale@memphistn.gov  
Fax: (901) 576-6603

Addendum to the Solicitation

The City/Division of Planning & Development may deem it necessary to make modifications, clarifications or changes to this solicitation. Those modifications will be made in the form of a written addendum issued by the City, which modifies only those items specifically discussed in the addendum and all other terms and conditions of the solicitation will remain unchanged.

Submission Format

The submittal should be organized by the topics described below and submitted in the same order. The information should be 8.5” x 11” format bound in either three-ring or spiral binders. Firms should not include any proposed cost information at this time.

Content of the Proposal

1. Cover Page  
The cover page should identify the solicitation by its name, and submission deadline date. It should also bear the Respondent’s name, address, and telephone and fax numbers.

2. Table of Contents  
The table of contents should clearly identify the location of each section of the package by section number or letter and page number.

3. Letter of Intent

4. Firm Profiles  
Provide a firm Profile (or Profiles if more than one firm is included as a Respondent). The profile should include the location of the firm’s primary office, the number of years in business, the types of services provided by each firm and the types of projects in which they may specialize.

A. Project Team  
Provide an organizational chart indicating the staff from each firm who will be involved in this project, their title and anticipated role in the project. Indicate who will be the primary contact for project.
B. Resumes
Provide resumes for each staff member who will be assigned to this project, indicating their educational background, professional status, past experience and duration of time with the firm.

5. Past Performance
Provide a list of engagements which best demonstrate the past performance and knowledge of the firm with regard to the types of governmental accounting and reporting requirements as listed in this document. Projects should demonstrate the quality of each the firm’s service, including its knowledge of the services required. Provide a brief description of the project, the type of services the firm provided, and the date the services were provided. Identify each engagement by name and location and indicate the name and address of the client and the name and telephone number of a contact person familiar with the project and Respondent’s involvement.

6. References
Provide a list of not less than four references that have recent knowledge of the firm(s) past performance, quality of work, and ability to perform.