



City of Memphis

**REQUEST  
FOR  
QUALIFICATIONS  
# 26767**

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**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**

**CITY OF MEMPHIS/DIVISION OF PLANNING & DEVELOPMENT**



## **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)
- Generally Accepted Audited Standards (GAAS)
- 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.