



CITY OF IOWA CITY

410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

DATE: March 6, 2015

REQUEST FOR PROPOSAL: #15-101, AUDITING SERVICES FOR THE CITY OF IOWA CITY

NOTICE TO PROPOSERS: Sealed proposals will be received at the Office of the City Clerk, until the time and date specified below for

FAXED and E-mailed proposals will not be accepted.

QUESTIONS: All questions and clarifications regarding this Request for Proposal can be answered by **e-mailing** the following representatives no later than **March 12, 2015, 5:00 p.m. (local time):**

Purchasing Questions:
Mary Niichel-Hegwood
Purchasing Agent
mary-niichel@iowa-city.org
(319) 356-5078
M-F, 8:00 a.m. – 5:00 p.m.

Actuarial Questions:
Nicole Knudtson-Davies
City Controller
nicole-davies@iowa-city.org
(319) 356-5085
M-F, 8:00 a.m. – 5:00 p.m.

All questions must be in written form in order to receive a response.

PROPOSALS ARE DUE NO LATER THAN: 2:30 p.m., local time, March 25, 2015. Proposers shall submit **five (5)** copies of their proposals.

ADDRESS PROPOSAL TO: Attention of the City Clerk's Office, City Hall, 410 E. Washington St., RM 140 Iowa City, IA 52240-1826. Proposals shall be **sealed** and clearly marked on the front **"Request for Proposal for Auditing Services, RFP #15-101."**

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any proposal responses which are received later than the date and time stated above.

Insurance is required for this project, as specified in Appendix F.

NO CONTACT POLICY. All questions regarding this Request for Proposal must be in written form and must be submitted to the City staff listed above. After the date and time established for receipt of proposals by the City, any contact initiated by the proposer or by a City representative, other than the Purchasing Division representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction

PROPOSAL SUBMITTAL CHECKLIST

Review the following checklist to make sure the contents listed below are included in all copies of your company's proposal. Five (5) hard copies are required with proposal submittal.

The required sections and specific content must be organized in the submitted proposal as they are listed below.

- Section 1:** Title page showing the Request for Proposal's subject, the firm's name, the name, address and telephone number of a contact person; and the date of the proposal.
- Section 2:** Table of Contents
- Section 3:** Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.
- Section 4:** Detailed Proposal: The detailed proposal should follow the order set forth in Section VI - B of this Request for Proposal.
- Section 5:** Executed copies of Proposer Guarantees and Proposer Warranties attached to this Request for Proposal (Appendix E and F).

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PLEASE TAKE NOTE: THIS DOCUMENT CONSTITUTES A REQUEST FOR PROPOSAL, AND IS THUS A SOLICITATION FOR RESPONSES. CONVERSELY, THIS REQUEST FOR PROPOSAL IS NOT A BID AND IS NOT GOVERNED BY STATE OR FEDERAL BIDDING REQUIREMENTS.

MOREOVER, ANY ACCEPTANCE OF A PROPOSAL SHALL NOT RESULT IN A BINDING CONTRACT BETWEEN THE CITY AND THE PROPOSER, BUT INSTEAD WILL SIMPLY ENABLE NEGOTIATIONS TO TAKE PLACE WHICH MAY EVENTUALLY RESULT IN A MORE DETAILED AND REFINED CONSULTANT AGREEMENT OR CONTRACT BETWEEN THE PROPOSER AND THE CITY.

CITY OF IOWA CITY
REQUEST FOR PROPOSAL – AUDIT SERVICES

I. INTRODUCTION

A. General Information

The City of Iowa City, Iowa is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2015, with the option of auditing its financial statements for each of the two (2) subsequent years.

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) *Government Auditing Standards (1994)*, the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments, and Non-Profit Organizations*, Chapter 11 and other applicable provisions of the Code of Iowa, and all laws, ordinances, rules, and regulations of the City of Iowa City. The audits must also be performed in accordance with the rules that pertain to the Certificate for Excellence in Financial Reporting established by the Government Finance Officer's Association of the United States and Canada (GFOA).

There is no expressed or implied obligation for the City of Iowa City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, all proposers must submit five (5) copies of their proposal, bound, sealed to the attention of the City Clerk's Office, City Hall, 410 E. Washington St., RM 140, Iowa City, IA 52240-1826. Proposals shall be **sealed** and clearly marked on the front "**Request for Proposal for Auditing Services, RFP #15-101**" and should be received on or before 2:30 p.m., March 25, 2015.

During the evaluation process, the City of Iowa City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The City of Iowa City reserves the right to reject any or all proposals submitted. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the final evaluation process. If a proposer makes an oral presentation, it will be at the full expense of the proposer and will not be added to the full cost already submitted.

The City of Iowa 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 Proposal, unless clearly and specifically agreed to in writing by both The City of Iowa City and the firm selected.

B. Term of Engagement

A three (3) year contract is contemplated, subject to annual review by the Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City of Iowa City and the selected firm), the concurrence of the City of Iowa City, and the annual availability of an appropriation.

C. Subcontracting

Subcontracting will not be allowed without the express prior written consent of the City of Iowa City.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Iowa City is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2015, and upon review by the Finance Director, the option to audit the City of Iowa City's financial statement for each of the 2 (two) subsequent fiscal years. The last fiscal year requiring audit services under this Request for Proposal will end June 30, 2017. These audits are to be performed in accordance with the provisions contained in this Request for Proposal.

B. Scope of Work to be Performed

The City of Iowa City desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the Schedule of Expenditures of Federal Awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA), the standards for financial audits set forth in the U.S. General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996), the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, Chapter 11 and other applicable provisions of the Code of Iowa, and all laws, ordinances, rules, and regulations of the City of Iowa City.

The audit must also be performed according to the rules that pertain to the Certificate of Achievement for Excellence in Financial Reporting established by the Government Finance Officer's Association of the United States and Canada (GFOA).

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary Schedule of Expenditures of Federal Awards "in-relation-to" the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.

3. A report on compliance and internal controls applicable to each major federal program.

In the required reports on compliance and internal controls, the auditor shall communicate 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. In addition, the auditor shall report findings related to required statutory reporting.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on compliance and internal controls.

The report on compliance and internal controls 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 and internal controls.

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 management and the City Council.

E. Special Considerations

1. The City of Iowa City has received the Certificate of Achievement for Excellence in Financial Reporting for the twenty-nine consecutive years ending June 30, 2013, and has submitted the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2014 to the Government Finance Officer's Association of the United States and Canada for review. The City anticipates that it will submit its Comprehensive Annual Financial Report for the three years covered by this Request for Proposal. It is anticipated that the auditor will be required to provide special assistance to the City of Iowa City to meet the requirements of that program. The City will rely on the expertise of the successful audit firm to perform at least two detailed and comprehensive reviews of the report each year to ensure compliance with the certificate program. The City will also rely on the selected audit firm to assist the City with any new governmental accounting principles that will become effective during the period covered by this Request for Proposal.
2. During this three year period, the City may be required to implement new accounting standards. The City of Iowa City anticipates that its professional staff will be able to analyze and implement most of the standards without significant outside assistance. However, the expertise of the auditors will be relied upon to respond to questions, work with City staff on development of an implementation plan to ensure the City's compliance with the new standards. The cost of providing this assistance is to be included in the base bid price.
3. The City of Iowa City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities that will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".
4. From time to time, the City of Iowa City develops new policies and procedures to handle changes directed by the City Council, outside regulatory agencies, etc. Occasionally, the auditors will be asked to provide advice or to review the proposed changes. Examples would be: to address possible internal control issues for a proposed shift in duties for the finance department, or to

provide advice on an unusual payroll issue. The cost of providing this assistance is to be included in the base bid price.

5. The City of Iowa City has determined that the Environmental Protection Agency will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.
6. The auditor must be familiar with accounting procedures and the electronic filing requirements of the U.S. Department of Housing and Urban Development's Real Estate Assessment Center. The auditor will be responsible for preparing and filing required reports.
7. The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are to be issued as part of the Comprehensive Annual Financial Report.

F. Working Paper Retention and Access

All working papers, files, and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of Iowa City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Iowa City
- Federal Cognizant Agency (Environmental Protection Agency)
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of Iowa City as part of an audit quality review process
- Auditors of entities of which the City of Iowa City is a recipient or subrecipient of grant funds

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

III. DESCRIPTION OF GOVERNMENT

A. Contact Person

The auditor's principal contact with the City of Iowa City will be Nicole Knudtson-Davies, City Controller, or a designated representative, who will coordinate the assistance to be provided by the City of Iowa City to the auditor. She may be reached by phone at (319) 356-5085, or by mail at City of Iowa City, Accounting Division, 410 E. Washington St., Iowa City, Iowa 52240.

An organizational chart (Appendix A) and a list of key personnel with the location of their principal offices (Appendix B) are attached.

B. Background Information

The City of Iowa City serves an area of 16,035 acres with a population of 71,591. The City's fiscal year begins on July 1 and ends on June 30.

More detailed information on the City is available in the attached appendices and the City of Iowa City's Comprehensive Annual Financial Report which is available at the Iowa City Public Library at 123 South

Linn St, the City's Accounting Division located at 410 E. Washington Street, and on-line at www.icgov.org/cafr.

C. Fund Structure/Pension Funds/Other Relevant Financial Information

The GFOA's Certificate of Achievement for Excellence in Financial Reporting Program application form, which the City of Iowa City completed for the fiscal year ended June 30, 2014, is attached (Appendix C). The City does not anticipate any significant changes to the information in this application, which includes:

1. Fund types and number of funds
2. Pension plans and the type of plans
3. Information relevant to notes to the financial statements

D. Budgetary Basis of Accounting

The City of Iowa City prepares its budgets on a modified cash basis. Budgets are prepared for all of the City's governmental and proprietary funds.

E. Federal and State Financial Assistance

In fiscal year 2014, the City of Iowa City received \$26,476,667 in federal financial assistance. The Schedule of Expenditures of Federal Awards for the fiscal year ended June 30, 2014 (Appendix D) is attached. The City anticipates a similar mix of grants in future years.

F. Retirement Plans

The City of Iowa City participates in two multiple employer, cost-sharing, defined benefit plans operated by the State of Iowa. The Municipal Fire and Police Retirement System of Iowa covers firefighters and sworn police officers; the Iowa Public Employees Retirement System covers other City Employees.

G. Computer System

The City's financial software is Munis and includes the following applications: General Ledger, Journal Entries, Budget, Accounts Payable, Accounts Receivables, Payroll and Fixed Assets. The City is currently in the process of implementing the Utility Billing module, with anticipated completion prior to June 30, 2015. Reports generated from Munis may be downloaded into spreadsheets.

H. Component Units

The City of Iowa City is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standard Board's *Certification of Governmental Accounting and Reporting Standards*, Section 2100.

The management of the City of Iowa City has identified no component units for inclusion in the City of Iowa City's financial statements.

I. Finance Operations

The finance department is headed by Dennis Bockenstedt, Finance Director, and consists of 35 employees. The principal functions performed and the number of employees assigned to each are as follows:

<u>Function</u>	<u>Number of Employees</u>
Administration and Budget	4
Accounting	8
Risk Management	1
Revenue	9
Information Technology Services	9
Purchasing	4

J. Availability of Prior Audit Reports and Workpapers

Interested proposers who wish to review prior years' audit reports, supporting workpapers and management letters should contact Nicole Knudtson-Davies, City Controller at (319) 356-5085. The City of Iowa City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this Request for Proposal.

IV. TIME REQUIREMENTS

A. Proposal Dates

Request for Proposal Issued	March 6, 2015
Due Date for Questions	March 12, 2015
Due Date for Proposal	March 25, 2015

B. Date Audit May Commence

The City of Iowa City will have all records ready for audit and all management personnel available to meet with the firm's personnel as of October 15 following each fiscal year ending June 30. Preliminary fieldwork may be scheduled prior to October 15, with agreement of both parties.

C. Schedule of Fiscal Year Audit

Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work

The auditor shall complete all interim work by September 30.

2. Detailed Audit Plan

By June 1 of each year, the auditor shall provide the City of Iowa City a detailed audit plan and list of all schedules to be prepared by the City.

3. Fieldwork

The auditor shall complete all fieldwork by November 10.

4. Drafts

The City shall prepare draft financial statements, notes, required supplementary schedules, and statistical data by October 31.

The auditor shall provide a reviewed financial report, all recommendations, revisions, and suggestions for improvement to the City Controller by November 20.

The auditor shall have drafts of the audit reports and recommendations to management available for review to the City Controller by November 25.

5. Final Reports

Final reports and a specified number of signed copies should be delivered to the City Controller by December 1.

D. Entrance Conferences, Progress Reporting and Exit Conferences

At a minimum, the following conferences should be held by the dates indicated on the schedule:

Entrance conference with City Controller and Assistant Controller	<u>Week of</u> May 31
<ul style="list-style-type: none"> The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor. The year-end work to be performed will also be discussed. 	
Exit conference with City Controller	November 10
<ul style="list-style-type: none"> The purpose of this meeting will be to summarize the results of the field work and to review significant findings. 	

V. CITY PROVIDED ASSISTANCE

A. Finance Department Staff

The Finance Department staff and responsible management personnel will be available during the audit to assist the audit firm by providing information, documentation, and explanations. The preparation of audit confirmations will be the responsibility of the City of Iowa City as directed by the auditors.

B. Statements and Schedules to be Prepared by City of Iowa City Staff

The City of Iowa City finance staff will prepare draft and final copies of the CAFR, trial balances, financial statements, footnotes, and statistical data. Also, the City of Iowa City will prepare all schedules/work papers that the Auditor requests, as long as the Auditor provides the City Controller with a work paper schedule by May 31.

C. Work Area

The City of Iowa City will provide the Auditor with reasonable workspace, tables, and chairs. They will have access to a telephone line, photocopier, and fax machine. The City will not furnish computer terminals for the audit firm. Advance notice is required for staff to reserve a room for auditor use.

D. Report Preparation

The Comprehensive Annual Financial Report typing, editing, and printing shall be the responsibility of the City. The auditors will perform at least two detailed comprehensive reviews of the report drafts to ensure City compliance with the GFOA's certificate program.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries/Questions

Inquiries/Questions concerning the Request for Proposal and the subject of the Request for Proposal must be e-mailed to the following City representatives. *All questions must be in written form in order to receive a response.*

Purchasing Questions:

Mary Niichel-Hegwood
Purchasing Agent
mary-niichel@iowa-city.org
(319) 356-5078
M-F, 8:00 a.m. – 5:00 p.m.

Audit Questions:

Nicole Knudtson-Davies
City Controller
nicole-davies@iowa-city.org
(319) 356-5085
M-F, 8:00 a.m. – 5:00 p.m.

Contact with personnel of the City of Iowa City other than those listed above regarding this Request for Proposal may be grounds for elimination from the selection process.

2. Submission of Proposal

The following material is required to be received by 2:30 p.m. (local time), March 25, 2015 at the City Clerk's Office, City Hall, 410 E. Washington St., RM 140, Iowa City, IA 52240-1826 for a proposing firm to be considered. Proposals shall be **sealed** and clearly marked on the front **"Request for Proposal for Auditing Services, RFP #15-101."**

a. Five (5) bound and sealed copies, marked "Audit Services" on the outside of the proposal package, including the following:

1. Title page showing the Request for Proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
2. Table of Contents
3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.

4. Detailed Proposal

The detailed proposal should follow the order set forth in section VI B of this Request for Proposal.

5. Executed copies of Proposer Guarantees and Proposer Warranties attached to this Request for Proposal (Appendix E and F).

3. If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer should contact the City representatives listed on page two (2) of this document. Requests for interpretation of specifications may be made in writing and directed to the Purchasing Manager.

4. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal by a vendor concludes vendor acceptance of the terms and conditions herein, unless otherwise stated.
5. The format of the vendor's proposal must be consistent with the format of the specifications listed.
6. Any costs associated with the auditing service not specifically set forth in this Request for Proposal will be the responsibility of the vendor, and will be deemed included in the fees and charges bid herein.
7. Proposed pricing shall be fixed for the initial contract period and shall specify F.O.B. destination.
8. Proposal shall be valid for sixty (60) days from proposal due date.
10. Responses may be rejected if the vendor fails to perform any of the following:
 - a. To adhere to one or more of the provisions established in this Request for Proposal
 - b. To demonstrate competence, experience, and ability to provide services described in this Request for Proposal
 - c. To submit a response on or before the deadline and complete all required forms
 - d. To fulfill a request for an oral presentation
 - e. To respond to a written request for clarification or additional information
11. Proposers may be required to submit financial statements subsequent to the opening of proposals together with such information as may be required to determine that a contemplated awardee is fully qualified to receive the award.
12. The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the City of Iowa City in conformity with the requirements of this Request for Proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal's requirements.

There should be no dollar units or total costs included in the Technical Proposal document.

The Technical Proposal should address all the points outlined in the Request for Proposal (excluding any cost information which should be included in the Sealed Dollar Cost Bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposal.

While additional data may be presented, the following subjects, item numbers 2 through 8, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Iowa City as defined by generally accepted auditing standards.

The firm should also list and describe the firm's professional relationships involving the City of Iowa City 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, the firm shall give the City of Iowa City written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Iowa

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Iowa.

4. 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 and part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide 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. Partner, Supervisory and Staff Qualifications and Experience

a. Key Personnel

Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the partner through at least the on-site, in charge auditor. The resumes should include:

1. The amount of experience each individual has had in the governmental accounting profession.
2. A summary of similar municipal government audits on which each individual has worked.
3. A summary of the continuing professional education each individual has had in governmental accounting and auditing during the last three (3) years.

4. Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

- b. Personnel Changes

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Iowa City. However, in either case, the City of Iowa City retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

- c. Consultants and Firm Specialists

Provide a listing of individuals within the firm who are heavily involved in governmental auditing and reporting, with which the audit team may consult.

- d. Briefly describe the firm's system of quality control to ensure that the audit is adequately performed.

- e. List any engagements in the past three (3) years involving Comprehensive Annual Financial Reports submitted to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting Program. Please state the fiscal year and whether the certificate was awarded.

- f. Extent of use of EDP software in the engagement.

6. 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. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposer should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this Request for Proposal. In developing the work plan, reference should be made to such sources of information as City of Iowa City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposer segmentation of engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

No dollars should be included in the Technical Proposal

- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document understanding of the City of Iowa City's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Iowa City.

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

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 out-of-pocket expenses.

The City of Iowa 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 this proposal.

The first page of the Sealed Dollar Cost Bid should include the following information:

- a. Name of Firm
- b. 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 Iowa City.
- c. A Total All-Inclusive Maximum Price for the three-year engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the Sealed Dollar Cost Bid should include a schedule of professional fees and direct and indirect expenses that support the total all-inclusive maximum price, presented in the format provided in the attachment (Appendix G). The cost of special services described in Section II E of this Request for Proposal should be included in the total all-inclusive maximum price.

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price

All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the Sealed Dollar Cost Bid in the format provided in the attachment (Appendix G). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. Unless otherwise specified in the proposer's proposal, the City of Iowa City shall reimburse the awarded vendor expenses at the rates used by the City of Iowa City for its employees.

4. Rates for Additional Professional Services

If it should become necessary for the City of Iowa City to request the auditor to render any additional services to either supplement the services requested in this Request for Proposal or 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 a written agreement signed by both the City of Iowa City and the audit firm. Any such additional work agreed to between the City of Iowa City 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.

5. **Manner of Payment**

Based on acceptance of work performed, payment shall be made within thirty (30) calendar days of receipt of the itemized invoice. The invoice should include a detailed description of all charges, dollar amount, quantity of hours worked, and any other pertinent information.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

A ten percent (10%) penalty may be deducted each week if the engagement is not completed and the final reports received by December 1, following the end of the fiscal year being audited.

The City of Iowa City is exempt from all Federal, State of Iowa and other states' taxes on the purchase of commodities and services used by the City of Iowa City within the State of Iowa. The Purchasing Division shall provide tax exemption certification to out-of-state suppliers as required. Out-of-state taxes imposed on purchases of commodities and/or services which are used within another state are applicable and subject to payment.

VII. CONTRACT NEGOTIATIONS

The City of Iowa City reserves the right to negotiate specifications and terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal. The City of Iowa City may require the Request for Proposal and the proposer's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the City of Iowa City as contractually binding on the successful proposer.

VIII. PRICING

The proposer shall propose a not-to-exceed amount and shall detail any anticipated expenses associated with the completion of the project. Unless otherwise specified in the proposer's proposal, the City of Iowa City shall reimburse the awarded vendor out-of-pocket expenses at the rates used by the City of Iowa City for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the Sealed Dollar Cost Bid in the format provided in the attachment (Appendix G). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

If proposing costs which include alternate programs or services not covered in the base bid pricing, the proposer, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

IX. EVALUATION PROCEDURES

A. Review of Proposals

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City of Iowa City's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. The evaluation committee may conduct discussions with any proposer that submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other proposer. The evaluation committee reserves the right to request the proposer to provide additional information during this process.

The evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the Request for Proposal. Failure of the proposer to provide any information requested in the Request for Proposal may result in disqualification of the proposal and shall be the responsibility of the proposer.

The evaluation committee will use a point formula during the review process to score proposals. Each member will first score the Technical Proposal by each of the criteria described in Section VI B; and they will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score (40 points or lower) will be eliminated from further consideration.

After the composite technical score for each firm has been established, the Sealed Dollar Cost Bid will be opened and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

In addition, the City of Iowa City reserves the right to contact the proposer's previous or existing governmental clients of similar engagements for references to evaluate customer service.

The City of Iowa City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

“The Vendor’s submission of a proposal implies vendor acceptance of the evaluation technique and vendor recognition that some subjective judgments shall be made by the City of Iowa City during assignment of points.”

B. Evaluation Criteria

Proposals will be evaluated using four sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications, customer service, and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Iowa
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years
- c. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work
- d. The firm adheres to the instructions in this Request for Proposal in preparing and submitting the proposal
- e. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Iowa City

2. Technical Qualifications (Maximum Points - 60)
 - a. Expertise and Experience (Maximum Points - 35)
 1. The firm's past experience and performance on comparable government engagements
 2. 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
 3. The firm's past experience and performance on engagements involving the GFOA Certificate of Achievement for Excellence in Financial Reporting
 4. The firm's past experience and performance on engagements involving the Schedule of Expenditures of Federal Awards
 - b. Audit Approach (Maximum Points - 25)
 1. Adequacy of proposed staffing plan for various segments of the engagement
 2. Adequacy of sampling techniques
 3. Adequacy of analytical procedures
3. Customer Service (Maximum Points - 20)
 - a. References from existing governmental clients
4. Price (Maximum Points - 20)

Cost will not be the primary factor in the selection of an audit firm.

C. Oral Presentations

The City of Iowa City reserves the right to request any or all firms to make oral presentations where it is believed to be in the best interest of the City in its selection of an independent audit firm.

X. CONTRACT AWARD TERMS AND CONDITIONS

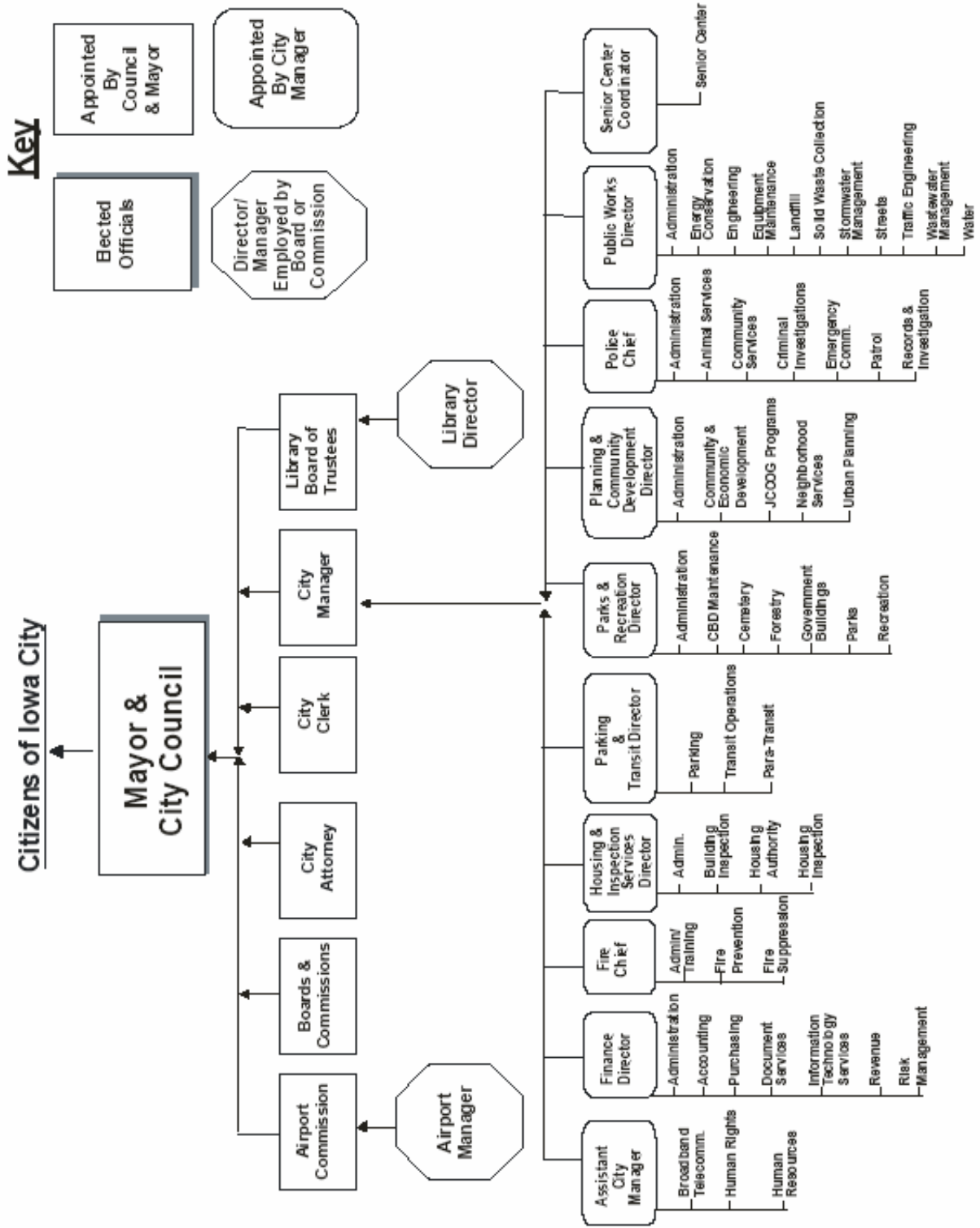
Award, if made, will be in accordance with the terms and conditions previously stated in the Request for Proposal and herein.

- A. The City reserves the right to qualify, accept, or reject any or all vendors as deemed to be in the best interest of the City. The City of Iowa City reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City of Iowa City reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the Request for Proposal.
- B. Award, if made, shall be in the form of a Purchase Order.
- C. Any change to the contract must be approved in writing by the City Controller, Purchasing Agent, and the vendor.
- D. Consideration may be given to, but not limited to, the firm's resume and qualifications, experience with past and present clients, customer satisfaction and references, the firm's financial stability, the completeness and reasonableness of the firm's work plan, the firm's work schedule, the firm's ability to demonstrate an understanding of the work to be performed, the firm's ability to comply with the requirements of this Request for Proposal, and pricing.
- E. Awarded vendor will be given the City's **Contract Compliance Document** to complete and return within thirty (30) calendar days of contract award.

- F. Equal Employment Opportunity: All proposers are subject to and must comply with the provisions of the City's EEO policy and applicable local, state and federal anti-discrimination laws. All City contractors, subcontractors or consultants with contracts of \$25,000 or more (or less, if required by another governmental agency) must abide by the requirements of the City's Contract Compliance. Emergency contracts are exempt from this provision.
- G. The laws of Iowa require that at the conclusion of the selection process the contents of all proposals be placed in the public domain and be open to inspection by interested parties. By submitting a proposal in response to this Request for Proposal, the vendor acknowledges that the proposal submitted shall become public information after the contract is awarded. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld if clearly identified as such in the proposal.
- H. Awarded vendor(s) will be required to submit a current certificate of insurance prior to commencement of work. The certificate of insurance shall include the following items:
1. The City of Iowa City will be named as additional insured
 2. Project bid number and project title as the description
 3. Insurance carriers will be rated as A or better by A.M. Best
- I. Upon signing this agreement, Consultant acknowledges that Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5
- J. The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period during which to cure or remedy the default, which cure period shall be included in the written notice of default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the Contract terminated without further notice. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.

If the Contract is terminated, an award may then be made to the next qualified proposer; or when time is of the essence, services may be contracted in accordance with Emergency procedures.

APPENDIX A
CITY OF IOWA CITY ORGANIZATIONAL CHART



APPENDIX B
OFFICES OF THE CITY OF IOWA CITY

City Manager, Thomas Markus & Council Members	410 E. Washington St.
Airport Operations Specialist, Michael Tharp	1801 S. Riverside Dr.
Animal Control, Elizabeth Ford	4852 Sand Rd. SE
Assistant City Manager, Geoff Fruin.....	410 E. Washington St.
Cable TV Specialist, Ty Coleman	Tower Place, 10 S. Linn St.
City Attorney, Eleanor Dilkes	410 E. Washington St.
City Clerk, Marian Karr	410 E. Washington St.
Equipment Services, Dan Striegel	1200 S. Riverside Dr.
Finance Director, Dennis Bockenstedt	410 E. Washington St.
Fire Chief, John Grier... ..	410 E. Washington St.
Housing & Inspection Services Director, Doug Boothroy	410 E. Washington St.
Human Resources Administrator, Karen Jennings	410 E. Washington St.
Human Rights Coordinator, Stefanie Bowers	410 E. Washington St.
Library Director, Susan Craig	123 S. Linn St.
Transportation Services Director, Chris O'Brien	1200 S. Riverside Dr.
Parks and Recreation Director, Mike Moran	220 S. Gilbert St.
Planning & Community Development Director, Jeff Davidson.....	410 E. Washington St.
Police Chief, Sam Hargadine	410 E. Washington St.
Public Works Director, Ron Knoche	410 E. Washington St.
Senior Center Coordinator, Linda Kopping	28 S. Linn St.

APPENDIX C

Print Form

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING PROGRAM
Participant Application

Section I: Government Information:

Participants in the Certificate of Achievement Program may submit their Comprehensive Annual Financial Report (CAFR) using one of several formats. Accordingly, please indicate the format¹ used for this submission of the CAFR:

Website PDF CD Hardcopy

Regardless of the format, submissions should be sent (postmarked or e-mailed) to GFOA within six months of the government's fiscal year end (or if that date falls on a weekend or holiday the next business day). If the government is unable to complete its CAFR within this deadline, an extension request can be sent to cafrprogram@gfoa.org

If you have questions either e-mail cafrprogram@gfoa.org or call the Technical Services Center at (312) 977-9700.

1. Name of Government City of Iowa City
(as it appears on the report cover and will appear on the Certificate of Achievement plaque, if awarded)
2. Fiscal year Ended (month, day, year) June 30, 2014
3. Is the government a previous participant in the Certificate of Achievement Program? Yes No
If yes, what was the most recent fiscal year? FY13
4. Official Requesting Review (receives notification of results, detailed comments and suggestions for improvement, the Award for Financial Reporting Achievement (AFRA), a press release, information regarding presentation by a GFOA State Representative and the Certificate of Achievement plaque, which should arrive approximately 6 weeks after the notification of results if the government is awarded the certificate).

Name: Mr. Ms Nicole Knudtson-Davies
 Title: Controller
 Street Address (required): 410 E. Washington St.
 P.O. Box (if applicable): _____ E-mail: (required) Nicole-Knudtson-Davies@iowa-city.org
 City: Iowa City State: IA Zip Code: 52240-1826
 Phone: 319-356-5085 Fax: 319-887-6215

5. If the government is awarded a Certificate of Achievement for Excellence in Financial Reporting, the Award of Financial Reporting Achievement (AFRA) will be prepared for the individual or department noted below as being primarily responsible for the government's success in earning the certificate.

Individual's or Department's Name: Dennis Bockenstedt
 Individual's Title: Director of Finance

6. If the submission qualifies for the Certificate of Achievement for Excellence in Financial Reporting, whom (mayor, board chair, etc.) should GFOA send a formal announcement of the award and a related press release.

Name: Tom Markus
 Title: City Manager
 Street Address (required): 410 E. Washington St.
 P.O. Box (if applicable): _____ E-mail: Tom-Markus@iowa-city.org
 City: Iowa City State: IA Zip Code: 52240-1826

Section II: Audit Information:

Agency or Firm Name: Eide Bailly LLP
 Contact name (optional): David Cahill
 Street Address: 1545 Associates Drive #101
 Phone: (563)556-1790 E-mail: (required) DCahill@EideBailly.com
 City: Dubuque State: IA Zip Code: 52002-2273

For GFOA Office Use Only:

Date: _____ Check #: _____ Amount: _____

¹ Please follow the submission instructions from Section III on page 2 for your chosen format.

Section III: Submission Instructions:

Website/PDF: Provide the hyperlink to the CAFR in the space below, if applicable. If the format is a PDF file, e-mail it, the completed application and responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year) to cafrprogram@gfoa.org. If payment will be made by check, rather than credit card, include a hardcopy of at least the second page of the application to allow for the proper posting of the payment. Finally, if a separate report is issued to demonstrate compliance at the legal level of budgetary control, include in the e-mail either the report's hyperlink or attach the electronic file. If it is not possible to provide the separate budgetary compliance report electronically mail a hard copy to the address below with any other items that are sent by hardcopy.

http://www. _____

CD: Mail 3 CDs, each with an electronic file of the CAFR, the completed application, and the responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year). Also, include payment and, if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

Hardcopy: Mail 3 copies of the CAFR, 3 copies of the application, 3 copies of responses to prior year comments (if the CAFR was submitted to the program in the immediate prior year), payment, and if applicable, a copy of the separate report that is issued to demonstrate compliance at the legal level of budgetary control.

Mailing address: Government Finance Officers Association
 Certificate of Achievement Program
 203 North LaSalle Street, Suite 2700
 Chicago, IL 60601

Section IV: Fee Calculation:

Please add the amounts from the following financial statements, if applicable:

- **Total revenues** from the governmental funds Statement of revenues, expenditures and changes in fund balances (**exclude other financing sources**) \$ 81,861,000
 - **Total expenses (include both operating and nonoperating expenses)** from the proprietary funds (**the total for both enterprise and internal service funds**) Statement of revenues, expenses and changes in net assets/fund equity \$ 77,888,000
 - **Total additions** for pension (and other employee benefit), investment, and private-purpose trust funds (**do not include any amounts for agency funds**) from the fiduciary funds Statement of changes in fiduciary net assets (**if total additions are negative, use the total amount of contributions from all sources**) \$ _____
 - **Program revenues** of only discretely presented component units from the government-wide Statement of Activities (**do not include any information for the primary government**) \$ _____
 - If applicable, **total revenues** reported for discretely presented component units and not-for-profit organizations reported on a separate operating statement(s) or statement(s) of activity \$ _____
- TOTAL** \$ 159,749,000

If you have not already paid for this review, please include a check payable to the GFOA with this application form or provide the following information if you wish to pay by credit card:

Credit card type: MC Account number: 5405015424408241 Expiration date (mandatory): 03/15

Signature (mandatory): *Allen J. Keller Davis*

Use the following schedule to determine the appropriate fee based on the TOTAL calculated above. Member rates apply if a government joins GFOA at the time of their submission (in this case indicate below that the government is a GFOA member).

TOTAL	GFOA Member	Nonmember
Under \$1 million	\$290	\$580
\$1-10 million	\$370	\$740
\$10-50 million	\$435	\$870
\$50-100 million	\$505	\$1,010
\$100-250 million	\$580	\$1,160
\$250-500 million	\$725	\$1,450
\$500-750 million	\$865	\$1,730
\$750 million - \$1 billion	\$1,015	\$2,030
Over \$1 billion	\$1,095	\$2,190

GFOA Member? Yes No If yes, please provide the exact name of the government as it is used for membership purposes: City of Iowa City

What is your government's GFOA membership number (please note that this is not your state GFOA membership number)? 92323001

Name of government: City of Iowa City
 (as a reference for SRC reviewers)

Section V: Display and Disclosure Questions:

Please answer each of the following questions. Your answers will assist the SRC in determining whether the item addressed by the question is properly displayed or disclosed in the CAFR.

Questions are Applicable to Material Items Only

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Is the government unit included in the reporting entity of another governmental unit (e.g., as a department, enterprise fund, fiduciary fund, or component unit)? If yes:	___	<u>X</u>	___
a. Is this government unit reported in one or more separate funds within the primary government	___	___	<u>X</u>
b. Is this government unit reported as a discretely presented component unit in the primary government's CAFR?	___	___	<u>X</u>
2. Did the government engage in short-term debt activity during the year (e.g., anticipation notes, use of lines of credit), even if no short-term debt was outstanding at the beginning or end of the year?	<u>X</u>	___	___
3. Does the government unit pay all or a portion of the cost of retiree healthcare?	___	<u>X</u>	___
4. If retirees participate in the same healthcare plan as active employees, do retirees pay the same blended premium for healthcare as active employees?	<u>X</u>	___	___
5. Describe, in detail, your government unit's legal level of budgetary control (generally, this is the level at which the government unit's management may not reallocate appropriations without the approval of the governing body). Include examples of the legal level, as necessary, to provide clarification (e.g., departments include finance, police, fire, etc. or the object of expenditures level is salaries, supplies, etc.). Legal level of budgetary control is at the program areas. Legal compliance is met if actual expenditures do not exceed the appropriations for a program area. Program areas include: Public Safety, Public Works, Health and Social Services, Culture and Recreation, Community and Economic Development, General Government, Debt Service, Capital Projects and Business Type/Enterprise activities. _____ _____ _____ _____ _____			
6. Indicate the number of funds with legally adopted annual budgets for each fund type below:			
<u>1</u> General fund			
<u>5</u> Special revenue funds			
<u>1</u> Debt service funds			
<u>2</u> Capital projects funds			
<u>0</u> Permanent funds			

Section VI: Authorization:

With this application form we are officially requesting that the Certificate of Achievement for Excellence in Financial Reporting Program review our CAFR. We agree to comply with the policies and procedures of the program.

Ami J. Kottler Davis
 (Signature of official requesting review)

12/30/14
 (Date)

APPENDIX D - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**YEAR ENDED JUNE 30, 2014**

<u>Grantor/Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Department of Agriculture: Pass-through program from: Iowa Department of Agriculture: Specialty Crop Block Grant Program - Farm Bill	10.170	12-25-B-1670	\$ <u>6,882</u>
U.S. Department of Commerce: Direct program: Economic Adjustment Assistance	11.307		2,991,861
Economic Adjustment Assistance	11.307		<u>469,931</u>
Total U.S. Department of Commerce			<u>3,461,792</u>
U.S. Department of Housing and Urban Development: Direct program: Community Development Block Grants/ Entitlement Grants	14.218		583,011
Community Development Block Grants/ Entitlement Grants	14.218		<u>485,190</u>
			<u>1,068,201</u>
Pass-through program from: Iowa Economic Development Authority: Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRI-271	2,544,127
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRIEF-276	2,360,595
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRH-010	764,858
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRI-273	717,223
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRHB-225	36,900
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	08-DRB-204	10,177
			<u>6,433,880</u>

APPENDIX D - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**YEAR ENDED JUNE 30, 2014**

<u>Grantor/Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Department of Housing and Urban Development: (continued)			
Direct program:			
Home Investment Partnerships Program	14.239		\$ 248,873
Home Investment Partnerships Program	14.239		216,261
Home Investment Partnerships Program	14.239		196,652
Home Investment Partnerships Program	14.239		15,583
			<u>677,369</u>
Public and Indian Housing	14.850		149,559
Public and Indian Housing	14.850		115,778
			<u>265,337</u>
Section 8 Housing Choice Vouchers	14.871		<u>6,301,282</u>
Public Housing Capital Fund	14.872		101,252
Public Housing Capital Fund	14.872		53,503
			<u>154,755</u>
Total U.S. Department of Housing and Urban Development			<u>14,900,824</u>
U.S. Department of Justice:			
Pass-through program from:			
Iowa Department of Justice:			
Violence Against Women Formula Grants	16.588	VW-14-51-CJ	<u>65,515</u>
Direct program:			
Bulletproof Vest Partnership Program	16.607		2,671
Bulletproof Vest Partnership Program	16.607		485
			<u>3,156</u>
Public Safety Partnership and Community Policing Grants	16.710		99,210
Pass-through program from:			
Governor's Office of Drug Control Policy:			
Public Safety Partnership and Community Policing Grants	16.710	10-Hotspots/Interdiction	6,307
			<u>105,517</u>

APPENDIX D - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**YEAR ENDED JUNE 30, 2014**

<u>Grantor/Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Department of Justice: (continued)			
Direct program:			
Edward Byrne Memorial Justice Assistance Grant Program	16.738		\$ 32,616
Edward Byrne Memorial Justice Assistance Grant Program	16.738		16,817
Edward Byrne Memorial Justice Assistance Grant Program	16.738		12,780
Edward Byrne Memorial Justice Assistance Grant Program	16.738		2,786
Pass-through program from:			
Governor's Office of Drug Control Policy:			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	11-JAG-58470	101,600
			<u>166,599</u>
Total U.S. Department of Justice			<u>340,787</u>
U.S. Department of Transportation:			
Direct program:			
Airport Improvement Program	20.106		4,500,988
Airport Improvement Program	20.106		493,734
Airport Improvement Program	20.106		28,394
			<u>5,023,116</u>
Pass-through program from:			
Iowa Department of Transportation:			
Highway Planning and Construction	20.205	BRM-3715(650)--8N-52	315,975
Highway Planning and Construction	20.205	STP-U-3715(637)--70-52	22,658
Iowa Department of Transportation and Metropolitan Planning Organization of Johnson County:			
Highway Planning and Construction	20.205	14MPO-MPOJC	150,400
			<u>489,033</u>
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	14MPO-MPOJC	39,600

APPENDIX D - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**YEAR ENDED JUNE 30, 2014**

<u>Grantor/Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Department of Transportation: (continued)			
Direct program:			
Federal Transit – Formula Grants	20.507		<u>\$ 1,400,381</u>
Transit Services Program Cluster:			
Pass-through program from:			
Iowa Department of Transportation:			
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	IA-16-X005-371-14	<u>119,697</u>
Job Access and Reverse Commute Program	20.516	IA-37-X022-371-13	<u>92,881</u>
New Freedom Program	20.521	IA-57-X009-371-14	21,188
New Freedom Program	20.521	IA-57-X009-371-13	<u>10,716</u>
			<u>31,904</u>
Total Transit Services Program Cluster			<u>244,482</u>
Public Transportation Research	20.514	IA-26-X004-371-12	<u>243,320</u>
Iowa Department of Public Safety:			
Governor's Traffic Safety Bureau:			
Alcohol Impaired Driving Countermeasures Incentive Grants I	20.601	PAP 13-410, Task 30	<u>7,457</u>
National Priority Safety Programs	20.616	PAP 14-405d-M6OT, Task 27	<u>16,391</u>
Total U.S. Department of Transportation			<u>7,463,780</u>

APPENDIX D - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**YEAR ENDED JUNE 30, 2014**

<u>Grantor/Program</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures</u>
U.S. Environmental Protection Agency			
Direct program:			
Urban Waters Small Grants	66.440		\$ 5,926
U.S. Department of Homeland Security:			
Pass-through program from:			
Iowa Homeland Security and Emergency Management Division:			
Disaster Grants – Public Assistance (Presidentially Declared Disasters)	97.036	FEMA DR-4126-IA	199,874
Disaster Grants – Public Assistance (Presidentially Declared Disasters)	97.036	FEMA DR-4119-IA	42,572
Disaster Grants – Public Assistance (Presidentially Declared Disasters)	97.036	FEMA DR-4187-IA	15,292
Disaster Grants – Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-1763 DR-IA	5,667
			<u>263,405</u>
Hazard Mitigation Grant	97.039	HMGP-DR-1854-0006 01	<u>33,271</u>
Total U.S. Department of Homeland Security			<u>296,676</u>
Total			<u>\$ 26,476,667</u>

APPENDIX E
PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services in accordance with the terms of the Request for Proposal.

Collusive Proposals - The proposer certifies that the proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation submitting a proposal for the same project, without prior knowledge of competing proposals, and it is in all respects fair, without outside control, collusion, fraud or otherwise legal action.

Officers Not to Benefit - Upon signing the proposal, the proposer certifies that no member of the governing body of the City of Iowa City, or members of their immediate family including spouse, parents or children, or any other officer or employee of the City, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Manager or Council has received or been promised, directly or indirectly, any financial benefit related to this contract.

Signature of Official: _____

Name (Typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX F
PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Iowa laws with respect to foreign (non-state of Iowa) corporations.
- B. Proposer warrants that it will meet the following insurance requirements:
1. Certificate of Insurance: Cancellation or Modification
 - a. Before commencing work, the firm shall submit to the City a Certificate of Insurance meeting the requirements specified herein to be in effect for the full contract period.
 - b. The firm's Certificate of Insurance shall state that the Insurance Carrier shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.
 - c. Cancellation or modification of said policy or policies shall be considered just cause for the City of Iowa City to immediately cancel the contract and/or halt work in the contract, and to withhold payment for any work performed on the contract.
 2. Minimum Coverage
 - a. Any policy or policies of insurance purchased by the Firm to satisfy its responsibilities under this contract shall include contractual liability coverage, and shall be in the following type and minimum amounts:

<u>Type of Coverage</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
1. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
2. Automobile Liability	<u>Combined Single Limit</u>	
(1) Bodily Injury and Property Damage	\$500,000	
 3. Worker's Compensation Insurance as required by Chapter 85, Code of Iowa.
 4. Errors and Omissions: \$500,000

The City requires that the audit firm's Insurance carrier be A rated or better by A.M. Best.
 3. Hold Harmless: Endorsement Required
 - a. The firm shall indemnify, defend and hold harmless the City of Iowa City and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the firm's operations under this contract, whether such operations be by himself or herself or by any subcontractor or by anyone directly or indirectly employed by either of them.
 - b. It is further specifically stipulated that the firm's insurance coverage shall include an endorsement that, with regard to firm's insurance coverage, the carrier shall never assert any claim against the City, its officers or employees, arising in any way from this agreement.

- c. Firm is not, and shall not be deemed to be, an agent or employee of the City of Iowa City.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the City of Iowa City.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX G
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE THREE-YEAR AUDIT

<u>Audit Firm</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Totals</u>
Partners	_____	\$_____	\$_____	\$_____
Managers	_____	_____	_____	_____
Supervisor	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (Specify) _____	_____	_____	_____	_____
Subtotal				\$_____
Out-of-pocket expenses:				
Meals & lodging				_____
Transportation				_____
Other (specify) _____				_____
Annual Contract Amount				_____
Total all-inclusive maximum Price for the three-year period				\$_____

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to provide the required labor, services and equipment and to perform the work as described in the proposal documents and to do all work at the prices set forth within.

The undersigned proposer states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Iowa City, the City's document shall prevail.

The undersigned proposer certifies that this bid is made in good faith and without collusion or connection with any other person or persons bidding on the project.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

Note: The rate quoted should *not* be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.