

Executive Director
Keith Endacott

Business Manager
Jessica Gibson



Operations Manager
Joanie Rote

Communications Supervisor
Holly Kessler

REQUEST FOR PROPOSAL

MUNICIPAL FINANCIAL AUDIT SERVICES

The Klamath 911 Emergency Communications District is soliciting proposals from qualified firms of certified public accountants to audit the District financial statements for the fiscal year ending June 30, 2024, with the option of auditing the District financial statements for the 4 subsequent fiscal years, for a total of 5 years ending June 30, 2028. Your proposal should contain, but not be limited to, the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Proof that the firm is certified to conduct municipal audits by the Board of Accountancy.
3. Experience of your firm conducting municipal audits.
4. A list of similar local governments, or pertinent accounts, served by your firm that may be contacted by the District.
5. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Executive Director. This disclosure should include an estimation of the increased fees and the reason for the increase.
6. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
7. Your proposed staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with district personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
8. Audit firm staff stability history - what assurances can you provide the district regarding the assignment of your permanent personnel to the engagement.
9. Procedures used to transmit audit adjustments, management recommendations, etc. to the district.
10. Provide remote services and online uploading platform for documentation and QuickBooks data files.
11. Outline your steps in a typical municipal audit, including timeline.
12. Audit firm will deliver up to 10 printed and bound copies of the annual report, one un-bound hard copy, and an electronic version.

13. Audit firm will present the final audit and findings to the District Board of Directors.
14. Please provide an example of a previous audit that was completed in the prior year for an entity like the District.

Visit the District website to review current and historical district business including governance, meeting minutes and financial documents.

The final decision on the selection of the firm to conduct the audit will be made by the District. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to Jessica Gibson, Business Manager by email: jgibson@kc911.us or in writing to 2543 Shasta Way, Klamath Falls, OR. 97601.

We will look forward to receiving your proposals on or before **October 31, 2023**.