

OKLAHOMA CITY

URBAN RENEWAL AUTHORITY

Request for Proposal for Audit Services

The Oklahoma City Urban Renewal Authority (“Authority”) is accepting proposals from qualified CPA firms to provide audit services for the year ending June 30, 2019. At the discretion of the Board of Commissioners, the firm selected may be retained for up to five years. Proposals must be submitted to us by **no later than 5:00 p.m., CST, May 20, 2019**, for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background

The Authority is a public body corporate, established by state-enabling legislation in 1961. Its activities include acquisition, relocation, clearance and redevelopment of Oklahoma City’s urban neighborhoods. The Authority has annual revenues between \$2 million and \$8 million, and employs 4 people in the Oklahoma City metro. The Authority is a sub recipient of Community Development Block Grants funds from the City of Oklahoma City. Activities are also funded by other governmental and private sources. The Authority is governed by a Board of Commissioners and day-to-day operations are managed by the Alliance for Economic Development of Oklahoma City, Inc.

The Authority has a June 30 fiscal year-end, with a requirement to file audited financial statements with the Oklahoma State Auditor’s office by December 31 of each year. The Authority maintains its books and records on the modified cash basis of accounting. The financial records are maintained using Sage Quantum 50 accounting software. Currently payroll is processed using Paycom.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual financial statement audit of all funds conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial statement audits contained in Government Accounting Standards, issued by the Comptroller General of the United States. The Authority presently uses the following funds:
 - Closeout Project Fund
 - Revolving Fund
 - Core to Shore Maps 3 Fund
 - Core to Shore Buffer Fund
 - SEP II Improvements Fund
 - Harrison-Walnut, Other Fund
 - Nonfederal Fund
 - Oklahoma City Redevelopment Corporation
 - Bass Pro Shop Fund

2. If applicable, a compliance audit over major federal award programs in accordance with requirement of the Single Audit Act and OMB Circular A-133.
3. Preparation of a draft of the financial statements, schedules and related notes based upon trial balances and other agreed-upon information to be provided by the Authority. Authority management will review and approve the financial statements prior to their issuance.
4. Filing of the audited financial statements with the Oklahoma State Auditor's office by December 31.
5. Meetings with audit committee and or Board of Commissioners, as necessary.

Relationship with Prior CPA

These services have been provided by BKD, LLP for the last five years. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

Key Personnel

Catherine O'Connor, Executive Director, Oklahoma City Urban Renewal Authority

Geri Harlan, CFO, Alliance for Economic Development of Oklahoma City, Inc.

Nicolle Goodman, VP-Operations & Redevelopment Programs, Alliance for Economic Development of Oklahoma City, Inc.

Your Response to This Request for Proposal

In responding to this request, provide the following information. Please organize your responses by item number.

1. Detail your firm's experience in providing auditing services to government entities similar to the Authority.
2. Discuss the firm's independence with respect to the Authority.
3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the State Board of Accountancy or other regulatory authority. Indicate any corrective actions that have been taken by the firm with respect to these people.
5. Provide a proposed timetable of the audit by phase. Include any assumptions as to the need for assistance from management and staff. The Authority expects to have a June 30, 2019 trial balance available by August 31, 2019.
6. Describe how your firm will approach the audit of the Authority, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management, the audit committee, and Board of Commissioners.
7. Set forth your fee proposal for the 2019 audit, with whatever guarantees can be given regarding increases in future years. Your fee proposal quote should be "all-inclusive" and contain projected hours, applicable hourly billing rates and a breakdown of projected costs attributed to each audit phase.

8. Describe how you will bill for staff questions on technical matters that may arise throughout the year or if they will be included in the fee proposal quote.
9. Provide the names and contact information for other similar clients of the partner and manager that will be assigned to the Authority for reference purposes.
10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
11. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
12. Indicate the partner or manager available for questions regarding your submitted proposal and provide their contact information.
13. Provide evidence of professional liability insurance and Worker's Compensation Insurance.

Submission of Proposals

The Authority will evaluate proposals on a qualitative basis. This includes our review of the firm's qualifications, peer review report and related materials, results of discussions with references, and the firm's completeness and timeliness in its response to us. The selected firm will be notified by May 31, 2019.

Proposals must be submitted to us by **no later than 5:00 p.m., CST, May 20, 2019**, for consideration. Please submit your proposal to Ms. Geri Harlan. Proposals may be submitted on paper or via email.

Geri Harlan, CFO
Alliance for Economic Development of Oklahoma City, Inc.
105 N. Hudson Avenue, Suite 101
Oklahoma City, OK 73102
geri.harlan@theallianceokc.org

June 30, 2018 Audited Financial Statements Available Upon Request