

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES – PAPIO-MISSOURI RIVER NRD
February 24, 2023

The Papio-Missouri River Natural Resources District is hereby soliciting proposals for professional auditing services. The District's fiscal year is July 1 through June 30, and services will begin on July 1, 2023 for a period of five fiscal years.

The Natural Resources District is a local unit of government operating under the Nebraska Statutes Section 2-2301 through 2-32, 101 and other statutes relating to political subdivisions. The District encompasses all or portions of Sarpy, Douglas, Dodge, Washington, Thurston, Burt, and Dakota Counties.

The District is authorized to levy a property tax of not to exceed \$0.045/\$100 actual valuation. This taxing authority provides the major funding for the District's budget. The District also receives funds from federal, state, and other local and private sectors.

The 2023 fiscal year, which ends June 30, 2023, includes total budget expenditures of \$80,135,732. The budget is prepared in accordance with Sections 13-501 through 13-51 of the Nebraska Budget Act and in compliance with the Single Audit Act. The budget forms are prescribed and provided by the State Auditor's Office.

Sections 2-3220 and 2-3223 of the Statutes provide the procedures and requirements for bookkeeping and auditing of District funds. Monthly reports are prepared under the budgetary basis of accounting. The structure includes the general fund, one major proprietary fund, six non-major proprietary funds, and two fiduciary funds.

Attached is a brief description of the required audit procedures and responsibilities. Also attached is a copy of the last audit. District staff will prepare all cash, accounts receivable, or other confirmations and will locate any invoices selected for testing.

If your firm would like to be considered, your written proposal for professional services should include, at a minimum, the following in your letter of transmittal:

1. A description of your firm's background and scope of practice.
2. A list of "comparable" government entities served by your firm, with names of contact persons in those entities.

3. A list of the individuals that would be assigned to work with the District and a description of their experience and degree of involvement.
4. An analysis of your ability to meet the District's schedule requirements for completing the audit by October 31, 2023 for presentation at the November 9, 2023 board meeting.
5. Your approach to the audit, including statistical sampling and methodology for documentation.
6. Your concepts, philosophies, and ideas for changes in format or content of reports or in the division of responsibilities.
7. A proposed Audit Services Fee is required. The Audit Services Fee is to be fixed, complete, and all-inclusive. It is to include the costs, prices, charges, inflation, expenses, labor, fringe, taxes, margin, markup, add-ons, and any other fees you incur in completion of the audit. It shall include offers for each fiscal year: 2023, 2024, 2025, 2026, and 2027.

Proposals must be submitted to the Papio-Missouri River Natural Resources District, 8901 S. 154th St, Omaha, Nebraska, 68138 by 2:00 PM on March 20, 2023. They will be reviewed and considered by management and the District's Finance, Expenditures, and Legal Committee in accordance with the enclosed Selection Schedule. Proposals will be evaluated based upon cost and qualifications. The Papio-Missouri River Natural Resources District reserves the right to reject any and all proposals received and to request additional information.

Any questions concerning this proposal should be directed in writing to:

Carey Fry, Senior Accountant
8901 S. 154th St
Omaha, NE 68138
Phone: (402) 444-6222
Fax: (402) 895-6543
Email: cfry@papionrd.org

It is your responsibility to ensure your complete knowledge and understanding of our requirements.

John Winkler
General Manager

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Selection Schedule

February 27 and March 6, 2023	Advertise RFP in the Omaha World-Herald.
March 20, 2023	RFP opening at 2:00 PM at NRC.
March 21 – April 7, 2023	Management review of RFPs and interview of selected firms if necessary.
April 7, 2023	Submit RFP summary plus management recommendation memo to the Finance, Expenditure, and Legal Subcommittee.
April 11, 2023	FEL Subcommittee meeting at 4:00 PM (tentative) to consider proposals and make recommendation to the Board.
April 13, 2023	Board of Directors meeting at 4:00 PM to consider FEL Subcommittee recommendation of proposals and select auditor.

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Description of Audit Procedures and Responsibilities

Examination of the financial statements in accordance with the generally accepted auditing standards in the United States of America; the standards for financial audits contained in the *Government Accounting Standards* issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133; and issuance of the independent auditor's report.

Tests of transactions to determine a reasonable assurance the financial statements are free from material misstatements. Tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provision of contracts and grant agreements.

Preparation of a document that will include the following at minimum:

1. Schedule of Expenditure of Federal Awards
2. Statement of Revenues, Expenditures, and Changes in Fund Balance – Actual and Budget (Budgetary Basis) – General Fund
3. Statement of Revenues, Expenses, and Changes in Net Assets – Actual and Budget (Budgetary Basis) – General Fund
4. Statement of Functional Revenues, Expenditures, and Changes in Fund Balance – General Fund
5. Statement of Net Assets – Non-Major Proprietary Funds
6. Statement of Revenues, Expenses, and Changes in Net Assets – Non-Major Proprietary Funds
7. Schedule of Investments – General Funds
8. Schedule of Investments – Proprietary Funds
9. Schedule of Insurance Policies and Bonds
10. Schedule of Taxes Receivable – General Fund
11. Schedule of Cash Balances Held by County Treasurers
12. Information Required by Section 2-3223, N.R.S.-1943
13. Data Collection Form
14. Notes to Financial Statements
15. Management Letter of Audit Findings and Recommendations