



LAKE COUNTRY FIRE & RESCUE

115 Main Street, Delafield, WI 53018

REQUEST FOR PROPOSAL TO PROVIDE AUDIT SERVICES FOR LAKE COUNTRY FIRE AND RESCUE

I. BACKGROUND INFORMATION

Lake Country Fire & Rescue (LCFR) provides Fire, EMS, and rescue operations to the Town of Delafield, Village of Chenequa, Village of Nashotah, City of Delafield, Village of Oconomowoc Lake, Village of Wales and Town of Genesee. The district began operations January 1, 2010 and operates out of four stations in the City and Town of Delafield, and the Villages of Wales, Nashotah and Chenequa. Most stations are staffed 24 hours a day, 365 days a year, with firefighters and EMS staff. LCFR currently has an operating fund and capital fund. Total revenue for all funds was approximately \$5,750,000 for the year ending December 31, 2023.

II. OBJECTIVE AND SCOPE

LCFR is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the calendar year ending December 31, 2023. The audit shall be performed in accordance with generally accepted auditing principles, as established by the Government Accounting Standards Board (GASB). The audit must be completed, and the report issued prior to August 31, 2024. The auditor must deliver 10 copies of the report to the district. The auditor will be involved in drafting, typing, and printing financial statements.

III. REPORT REQUIREMENTS

For financial audits, the auditor shall examine the financial statements and records of the entity and shall issue an auditor's opinion on the entity's financial statements. Such financial statements shall be prepared in conformity with generally accepted accounting principles.

The auditor shall issue a compliance report based on an audit of general purpose or basic financial statements and a report on the internal control structure; both in accordance with Government Auditing Standards.

The auditor shall prepare and include a statement expressing assurance of compliance with State fiscal laws identified by the state auditor and other financial issues related to the expenditure of funds received from Federal, State or local governments.

The auditor shall prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

IV. PROPOSAL QUALIFICATION REQUIREMENTS

Interested certified public accounting firms should include the following information in their proposal to perform the audits for the year ending December 31, 2023.

A. Profile of the Independent Auditor

The profile of the proposers should provide general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The locations of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.
3. A positive statement that the following mandatory criteria are satisfied:
 - a. An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of Wisconsin.
 - b. An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the *Government Auditing Standards*, 2011 revision, published by the U.S. General Accounting Office.
 - c. An affirmation that the firm meets the continuing education and external quality control review requirements contained in the *Government Auditing Standards*, 2011 revision, published by the U.S. General Accounting Office.

B. Proposer's Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for the staff auditors up to the individual with final responsibility for the audit should be included.
2. Describe the recent local office auditing experience similar to the type of audit requested

C. Proposer's Approach to the Examination

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the proposer's understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses and a "not-to-exceed" fee for the audit, inclusive of travel, per diem and all other out-of-pocket expenses.

F. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

V. CONTRACTUAL ARRANGEMENTS

- A. Audit programs, work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by LCFR or government auditor's if requested.
- B. Payment for the audit will be made upon receipt of the audit reports required in section III.
- C. LCFR maintains their own books and utilizes an independent contractor to review and reconcile transactions monthly. Both the contractor and LCFR's staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor. Payroll is processed by Integrated Payroll Services in Delafield, WI.

VI. EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

1. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed.
 - a. Appropriateness and adequacy of proposed procedures.
 - b. Reasonableness of time estimates and total audit hours.
 - c. Appropriateness of assigned staff levels.
2. Technical experience of the firm.
3. Qualifications of staff.
4. Size and structure of firm, considering the scope of the audit.
5. Geographic location of key personnel and responsible office.

B. Cost of the audit

C. Right to Reject

LCFR reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the audit.

VII. SUBMISSION OF PROPOSALS

Three copies of your proposal must be submitted to Matthew Fennig, Fire Chief, 115 Main Street, Delafield WI 53018 no later than 4:00 P.M. on Monday, April 8th, 2024. No proposal will be considered that is not received at or prior to the above time and date.

VIII. SOURCES OF INFORMATION

Staci Nielson can be contacted at (262) 646-6235 for information necessary to complete the proposal. Audit reports and management letters from prior years will be available for inspection.