



December 29, 2011

**REQUEST FOR EXPRESSIONS OF INTEREST AND
SUBMISSION OF QUALIFICATIONS FOR
Independent Audit Services**

I. Purpose

KMPO is requesting the submission of Expressions of Interest and Qualifications in selecting a firm or individual to provide Independent Audit services in conformance with Idaho State Statute 67-450(b) which sets forth requirements for audits of non-federal public agencies in the State of Idaho. consulting and contracting based on USC Title 23, Section 134 and Title 49, Section 5303, and in accordance with auditing standards generally accepted in the United States of America; standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Only firms licensed to do business in Idaho will be considered.

Our goal is to select a firm, pursuant to Idaho Code 67-2803(4), to provide professional assistance in providing independent audit services and advice as necessary to accomplish the mission of the agency. KMPO anticipates that this selection will result in a long-term professional relationship. KMPO is seeking the firm or individual which is most qualified to be an effective and proactive partner in assisting KMPO in:

- Achieving effective use of independent audit services by receiving timely and concise reviews and opinions on matters related to the fiscal performance of the agency
- Reducing our overall administrative costs.
- Providing a high level of customer service to our organization to include evaluation and recommendations on improvements to accounting systems, procedures, and internal controls.
- Advising KMPO of new financial developments directly related to the agency, employees and employee benefits, HR processes; helping to keep KMPO compliant in areas of financial controls, HR benefits, and reporting requirements.

II. Background and Existing Description of the Agency

KMPO is formed under a Joint Powers Agreement of jurisdictions and agencies within Kootenai County and is governed by the laws and Constitution of the State of Idaho as well as USC Title 23, section 134, Title 49, Section 5303 and related Federal A-102 compliance requirements. KMPO currently has 3 full time employees.

III. Submission of Expressions of Interest

KMPO is requesting that interested persons or firms submit the following information in the order shown below. Any additional information that is believed relevant, but which does not apply to the categories listed below, may also be included. Submittals may be mailed or hand delivered to Glenn F. Miles, Executive Director, and must be received on or before 4:00 p.m. (PST), Friday, January 20, 2012, 250 Northwest Blvd, Suite 209, Coeur d' Alene, ID 83814.

Section 1: Transmittal Letter

Please submit a Transmittal Letter of Introduction, describing the ownership, listing the name, title, mailing address, telephone number, fax number and e-mail address of the contact person(s), and a Web site address, if available. The individual authorized to enter into legal agreements on behalf of your organization should sign this letter.

Section 2: Experience/Qualifications

- a.** Please describe your organizational structure (provide an organizational chart, if available). Please describe your staff size and the professional training of key employees who would serve KMPO. Please include the location of your headquarters and local office(s) if any.
- b.** Please describe your company's organization, philosophy, and management and provide a brief history of your organization. Describe your contractual relationships, if any, with other organizations necessary to your implementation of services to support KMPO.
- c.** Please describe how long your organization has been providing Audit/Financial services to public agencies.
- d.** Please provide the name(s) and titles of employees who would provide professional services to KMPO. Include resumes that highlight areas of expertise and reasons why each employee listed is qualified to provide services to KMPO. Please include any additional individual that you have on staff or on retainer that may be used to support KMPO.
- e.** Please indicate the location of any office(s) that would handle KMPO account, as well as, the service(s) rendered by each such office.
- f.** Please detail your organization's experience in monitoring and your ability to monitor regulatory and legislative developments impacting public agencies and in particular State and Federal legislation; and how this information would be communicated to KMPO.
- g.** Please outline your organization's ability to provide expertise in the areas Federal and State laws and regulations related to HR, reporting and withholding requirements, and describe the type of communications your organization would be able to provide to KMPO.
- h.** Please include a proposed consulting agreement including fee structures or a proposed fee for services.

Section 3: Client Work History

Please provide the names, contact information and scope of services of at least three (3) organizations for which you are currently providing similar services.

Please provide the name of any governmental entity for which you have provided similar services in the last five (5) years.

Section 4: Business Requirements

- a.** Provide your State of Idaho Business License number.

IV. Additional Information

Any questions regarding this Request should be submitted via e-mail to Glenn F. Miles, Executive Director, KMPO, on or before 4:00 p.m. (PST), Friday, January 13, 2012. Email to: gmiles@kmpo.net Responses to questions and any Additional information will be emailed out to those requesting to be updated on the status of the RFQ.

A review of written applications will be completed by Friday, January 27, 2012. Firms submitting Interest and Qualifications may be provided an opportunity to interview with representatives of KMPO at the KMPO office. A recommendation will be made to the KMPO Board no later than Thursday, February 2, 2012. The selected organization should be prepared to commence working on behalf of KMPO March 1, 2012. The initial term will cover Fiscal Year 2012-2013. It is anticipated the relationship will continue beyond Fiscal Year 2013 until any subsequent RFQ is issued and a new service agreement is awarded.