Request for Audit Service Proposal

Purpose:	The City of Smithville is seeking qualification proposals for professional audit services.
RFQ	No. 26-11 – Audit Services
RFQ Available:	July 10, 2026
Deadline	4:00 PM central time July 30, 2026 (**Non-Public Opening**)
Submissions:	Late, emailed or faxed Proposals will be rejected.
Submit To:	City of Smithville 107 W. Main Street City of Smithville, MO 64089
Special Instructions:	Clearly mark outside of sealed envelope "26-11 – Audit Services" along with the Firm's name • One original and 2 copies of your Technical Qualification • One original and 2 copies of your Cost Proposal (separate sealed packet) • Electronic copy of Technical Qualification and Cost Proposal • Affidavit of Compliance with the Federal Work Authorization Program • Copy of your E-Verify Memorandum of Understanding (MOU)

Direct All Inquiries to: rwelch@smithvillemo.org with 26-11 – Audit Services in the subject line. The last time for questions is noon central time, July 17, 2026.

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SECTION A: REQUESTS FOR QUALIFICATION PROPOSALS

Sealed requests for qualification proposals regarding 26-11 Audit Services will be received by the City of Smithville, 107 W. Main Street, Smithville, Missouri 64089 until 4:00 PM central time, July 28, 2026. This will be a Non-Public opening.

All questions regarding this project shall be submitted to the City of Smithville in writing to rwelch@smithvillemo.org under the subject line "26-11 – Audit Services" before 12:00 noon central time, July 17, 2026.

The City of Smithville reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all firms submitting responses, should it be deemed in the City of Smithville best interest; or cancel the entire process and solicit again at a later date. The City will have final decision in all matters regarding acceptance of proposals and issuance of award.

SECTION B: GENERAL INFORMATION

1.0 GENERAL

The City of Smithville is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending October 31, 2026, with annual renewal options through 2030 and to perform a Single Audit if required by the Single Audit Act. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and other procedures necessary to express an opinion and to render the required reports.

There is no obligation for the City of Smithville to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All responses, inquiries, or correspondence relating to, or in reference to, this request, and all reports, charts, displays, schedules, exhibits and other documentation by the respondents received by the City shall be closed records pursuant to Section 610.021(12), RSMo, until a contract is executed or all proposals are rejected, at which time such records shall become public records subject to disclosure pursuant to Chapter 610, RSMo. The City retains the right to use any or all system ideas presented in any response, whether amended or not. Selection or rejection of the respondent does not affect this right.

2.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals shall be prepared in Triplicate and shall be comprised of two parts: a Technical Proposal and a Manpower/Cost Proposal. <u>Each part shall be submitted in separate, sealed package</u> and clearly marked "26-11 – Audit Services." Packages shall also display the submitting firm's name and address. <u>Both parts together, the Technical Proposal and the Manpower/Cost Proposal shall comprise a valid proposal.</u>

The AUDITOR shall submit one original and two (2) copies of their qualifications/proposals, and an electronic copy of qualifications/proposals in a sealed package clearly marked with the AUDITOR's name and 26-11 – Audit Services.

2.1 TECHNICAL QUALIFICATION

The Technical Qualification shall include a schedule of tasks and projected work plan for the project. It shall also include discussions of any proposed modifications, or revisions to the scope of services. The Technical Qualification shall consist of the following information, presented in the order that follows.

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Smithville in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals **(excluding any cost information which should only be included in the Manpower/Cost proposal-Exhibit 1).** The Proposal should be prepared simply and economically, providing a straightforward, concise description of the bidder's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following items must be included. They represent the criteria against which the proposal will be evaluated.

A. Transmittal Letter - A signed letter of transmittal briefly stating the bidder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the
firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer that shall remain valid for a period of ninety (90) days following the proposal submission deadline.
B. Introduction
C. General Business Information:
    1. Identity of AUDITOR and legal status.
    2. Name, address, and telephone number of contact person and person legally authorized to enter into a contract on behalf of the AUDITOR.
    3. Description of insurance coverage and deductibles (refer to Section 9 for listing of minimum requirements).
D. Project Understanding - include the following:
    1. Provide a statement of the AUDITOR's understanding of the major challenges and opportunities included in the project, as well as the AUDITOR's basic ideas for addressing these issues.
E. Detailed Proposal **without Cost**
F. Qualifications of AUDITOR / Professional Registration:
    1. Experience of AUDITOR and project team specifically on similar projects; include the names of clients, brief project description and the project team's involvement in the project.
    2. Describe what expertise the AUDITOR, the project team, and any sub-consultants will bring to the project.
G. Project Approach and Schedule –include the following:
    1. Include a listing and description of the major phases or tasks to be performed during the project, and identify key staff (or sub-consultants) that will be assigned to these phases or tasks.
    2. Include an estimate of the hours required to complete the project, categorized by the level of consultant staff performing the work in each phase.
    3. Include an organizational chart for the project, indicating key personnel and their primary responsibilities.
    4. Include resumes of the key personnel highlighted on the project organizational chart.

5. Provide a proposed schedule for the project, in calendar days, including earliest anticipated start date, estimated time for completion of tasks and project, and suitable review time.
6. Indicate the location of the office(s) where various project services are to be performed.
   The level of staffing dedicated to the local office shall be clearly identified.

H. Quality Assurance:
1. Include a copy of your firm's most current peer review report.

I. References:
1. Provide a list of references with at least 3 clients, their addresses, phone numbers, and contact persons with estimated employee size, and services provided.

2.2 COST PROPOSAL

The Cost Proposal (Exhibit 1 to this RFQ) shall be an all-inclusive maximum price, include the rates for each level of staff and the level of hours anticipated for each (example, Partner, Specialist etc.), and rates for any additional professional services.

3.0 AUDITOR SELECTION METHOD

The method of final selection of the AUDITOR for the project will be based upon the following criteria.

A. Mandatory Elements
1. The firm's understanding of the work.
2. The audit firm is independent and licensed to practice in Missouri.
3. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Smithville.
4. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
5. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

B. Technical Qualifications:
1. Expertise and Experience
   i. The firm's past experience and performance on comparable government engagements
   ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
2. Audit Approach
   i. Adequacy of proposed staffing plan for various segments of the engagement
   ii. Adequacy of sampling techniques
   iii. Adequacy of analytical procedures
3. Price: **COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.**

4.0 BACKGROUND

The City, incorporated in 1868, is a fourth class City located in Clay County, Missouri. The City currently occupies a land area of 16.2 square miles and services a population of approximately 10,406. The City's fiscal year begins on November 1 and ends on October 31.

Finance Department - The Finance Department is headed by the Director of Finance and includes four full-time employees. The department is responsible for financial reporting, accounts payable, accounts receivable, cash management, utility billing and budget development and monitoring.

Computer System – The City maintains a 3rd party contract with ALLO Business, who is responsible for maintaining all hardware and software for the City. The City has one employee onsite to assist the departments with IT assistance. The City's network operating system is Windows 11 Pro. The financial software vendor is Tyler Technologies, which the City has been using since 2013.

The City's expenses cover a range of services including parks and recreation, law enforcement, administration, the construction and maintenance of roads, bridges and other infrastructure within the City; storm water control programs; and recreational activities and community events. In addition, the City provides water and sewer services. The City has sports recreation facilities, parks and a campground.

The City employs approximately 68 employees.

The City is organized into six (6) departments, each headed by a Director. The accounting and financial reporting functions of the City are centralized in the finance department.

A Single Audit is typically required every year due to the Smithville Commons Community Improvement District. Potentially other special districts in the future.

The City does not currently have an audit oversight committee. The budgets, 5-year capital plans and the Annual Comprehensive Financial Reports (ACFR) are available on the City's website at https://www.smithvillemo.org/.

The City maintains capital asset records by providing schedules to the audit firm in excel files prepared by the City, and also provides exported reports from the City's financial system (Tyler Technologies).

The City does not have an internal audit function.

4.1 FUND STRUCTURE AND OVERVIEW OF FINANCES

A. The City of Smithville has both governmental and proprietary funds. There are approximately 21 government funds and 2 proprietary funds.

B. Budgetary Basis of Accounting

   The City of Smithville adopts budgets on its funds on a modified accrual basis of accounting, however, the City currently accounts for purchased encumbrances as expenses in the period incurred (full accrual). This method of accounting for encumbrances results in significant journal entries.

C. Federal and State Awards

The City typically receives Federal Funding for road projects, Police programs and other Governmental activities. A determination each year is made to determine if a single audit is required.

D. Pension Plans and OPEB

The City of Smithville participates in the Missouri Local Government Employees Retirement System (LAGERS). Full time employees contribute 2% of their gross salary.

In prior fiscal years, the City adopted GASB Statement No. 68, "Accounting and Reporting for Pensions", GASB Statement No. 74, "Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans", and Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". The objective of these statements is to improve the usefulness of information about pension benefits and post-employment benefits other than pensions (Other Post Employment Benefit "OPEB") and revise and establish new financial reporting requirements for most governments whose employees are provided with those benefits.

5.0 CITY OF SMITHVILLE RESPONSIBILITIES

The CITY shall provide the following services to assist the AUDITOR:

A. The City will be responsible for presenting the AUDITOR's a trial balance, interfund adjusting journal entries and schedules to support the amounts in the trial balance. The auditing firm will assist with numbers for the Management Discussion and Analysis, if needed.

B. The Director of Finance shall review the draft financial statements and notes compiled by the AUDITOR. The AUDITOR shall provide all recommendations, revisions and suggestions for improvement to the Director of Finance.

C. The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. Assistance will be coordinated by the Director of Finance.

D. The preparation of confirmations will be the responsibility of the City, with direction from the AUDITOR.

E. Work Area, Telephones, and Photocopying. The City will provide the AUDITOR with reasonable workspace, desks and chairs. The AUDITOR will also be provided with internet access.

6.0 AUDITOR'S RESPONSIBILITIES

A. General

1. The City of Smithville is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending October 31, 2026, with annual renewal options through 2030. These audits are to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to be Performed

1. The AUDITOR will express an opinion on the fair representation of the basic financial statements prepared by the City in conformance with U.S. generally accepted accounting principles (GAAP).
2. The AUDITOR will perform all required tasks, including but not limited to typesetting, required to prepare draft and the final Annual Comprehensive Financial Report (ACFR) in compliance with all applicable requirements of the most current Certificate of Achievement Program sponsored by the Government Finance Officer Association (GFOA).
3. The AUDITOR will perform all required tasks, including but not limited to typesetting, required to incorporate City provided introductory section information, Transmittal Letter, Management Discussion and Analysis (MD&A), Statistical Section and Schedule of Expenditures of Federal Awards (SEFA) into the draft and final ACFR.
4. The AUDITOR will compile and prepare all basic financial statements, notes, Required Supplementary Information (RSI), and other supplementary information required to prepare the Financial Section (which includes notes to the financial statements) of the draft and final ACFR.
5. The AUDITOR will perform all tasks, including but not limited to typesetting, required to prepare the draft and final Uniform Guidance Single Audit Report.

C. Auditing Standards To Be Followed

1. The audits are to be performed in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), a determination of major program(s) in accordance with the Uniform Guidance and other procedures necessary to express an opinion and to render the required reports. The audit shall include consideration of internal control over financial reporting and compliance, but not for the purpose of expressing an opinion on internal control unless required. The AUDITOR shall also obtain an understanding of information technology systems and controls relevant to financial reporting.
2. All reports will be addressed to the Board of Aldermen and Mayor of the City of Smithville except for any Management Recommendation Letter, if applicable, which shall be addressed to the Director of Finance.
3. If the AUDITOR's opinions are other than unmodified, they will discuss the reasons with the City Administrator and Director of Finance in advance of final disclosure and reporting to the Mayor and members of the Board of Aldermen.

D. Reports to be Issued

1. A separate ACFR providing fair presentation of the City of Smithville's financial statements in conformity with U.S. generally accepted accounting principles.
2. A separate Uniform Guidance Single Audit Report on grant activities, internal controls and compliance performed in accordance with the Single Audit Act Amendments of

1996; and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

3. Any other reports required under the Standards.
4. An annual financial report of the City, or an audit report containing the information required by 15 CSR 40-3.030(1), suitable for filing with the Missouri State Auditor's Office pursuant to Section 105.145, RSMo and 15 CSR 40-3.030. The AUDITOR shall complete the audit and deliver all final reports in sufficient time to permit the City to make such filing within six (6) months after the end of the City's fiscal year, and shall provide reasonable assistance to the City in preparing and submitting the filing.
5. If applicable, a separate management letter that includes disclosures of material and nonmaterial weaknesses in internal controls, disclosures of violations of finance-related legal and contractual provisions, and AUDITOR's recommendations for financial and program management improvements.

E. Working Paper Retention and Access to Working Papers

1. All working papers and reports must be retained, at the AUDITOR's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Smithville of the need to extend the retention period. The AUDITOR will be required to make working papers available, upon request.
2. The firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

7.0 SCHEDULE AND WORKFLOW FOR FISCAL YEAR 2026 AND FUTURE YEAR(S)

7.1 TYPICAL SCHEDULE AND WORKFLOW OVERVIEW:

While the final schedule and workflow approved by the City can vary, the typically effective audit schedule and workflow for City audits has the AUDITOR stationed at the City of Smithville for approximately 3 days for Interim Work and 1 week for Field Work. At the end of field work, the AUDITOR is expected to provide the City a draft ACFR. Any subsequent work to adjust the draft ACFR is typically completed remotely, however some additional field work is expected, until subsequent event testing.

Typical audit teams consist of 1 partner (primarily remote and will present the final audit report to the City Administrator, Mayor and Board of Aldermen), 1 primary lead auditor, 1-2 other regular staff members.

7.2 LATEST ACCEPTABLE SCHEDULE

Each of the following should be completed by the AUDITOR no later than the dates indicated.

A. Interim Work - The Interim Work will be scheduled at a time agreeable to both the City and the AUDITOR, but should be completed no later than March 15th.

B. Detailed Audit Plan - The AUDITOR shall provide the City by November 1st, both a detailed audit plan and a list of all schedules to be prepared by the City.

C. Draft ACFR – The AUDITOR shall provide a copy of the draft ACFR to the City by March 31st.

D. Final Report/ACFR- Final copies of the reports should be delivered to the City the week before the scheduled presentation to the Board of Aldermen.

E. Presentation to the Board of Aldermen - A presentation to the City's Board of Aldermen reviewing the completed audit and the reports shall be done at the regularly scheduled board meeting following the completion of the ACFR. This is expected to be done at the first meeting in April.

7.3 TENTATIVE SCHEDULE FOR RFQ

The following is a tentative schedule for this RFQ.

Issue Request for Proposals	July 9, 2026
Receive Proposals	July 30, 2026
Review Proposals and Possible Interviews	July 31 – August 7, 2026
Board Ordinance to Award Contract(s)	August 18, 2026 (no later than September 1, 2026)

8.0 INVOICING

The AUDITOR shall present an invoice to the CITY's Finance Department with each required submittal for services rendered and expenses resulting there from. The invoice shall include the following information:

1. Submittal record.
2. Description of services provided to date.
3. Description of services pending.
4. Amount of basic services fee.
5. Amount of optional services fee, if applicable.
6. Total Amount.

9.0 INSURANCE REQUIREMENTS

AUDITOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the AUDITOR, his agents, representatives, or subcontractors, including those insurance coverages set forth below. All such insurance policies shall name the CITY as an additional insured with the exception of the Workers' Compensation/Employer's Liability Policy and Professional Errors and Omissions Insurance, with a subrogation waiver on all policies except Professional Liability. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, or by such other method approved by the CITY, has been given to the CITY. The cost of such insurance shall be included in the AUDITOR's proposal. Nothing in this Section 9.0, or in any contract awarded pursuant to this RFQ, shall be construed by any court of competent jurisdiction as a waiver, express or implied, of the sovereign immunity of the CITY under Section 537.610, RSMo, or of any other defense, immunity, or limitation of liability available to the CITY, its officers, officials, employees, or volunteers.

9.1 MINIMUM LIMITS OF INSURANCE

AUDITOR shall maintain limits no less than:

1. Workers' Compensation for statutory limits and Employer's Liability minimum $500,000 limit.
2. Comprehensive General Liability to cover claims which may arise from operations under this contract. The policy shall include, but not be limited to, protection for the following hazards: a. Premises and Operations-Bodily Injury and Property Damage Liability
   b. Independent Contractors Coverage
   c. Products & Completed Operations liability coverage
   d. Personal Injury/Advertising Injury Liability
   e. Broad Form Property Damage
   f. Contractual Liability
   g. Explosion, collapse and underground damage, if applicable

   The above policy shall be written with limits of at least $1,000,000 each occurrence and $2,000,000 aggregate, but in no event less than the individual and combined sovereign immunity limits established by Section 537.610, RSMo, or its successor, as adjusted annually, for political subdivisions.
3. Business Automobile Policy (Comprehensive Automobile Liability Insurance) provides coverage for all owned, non-owned and hired vehicles. Minimum limits should be at least $1,000,000 Each Occurrence Bodily Injury Liability and Property Damage Liability.
4. Umbrella/Excess Liability – Limit of $1,000,000 which will be excess of the primary limits for General Liability, Auto Liability and Employer Liability.
5. Professional Errors and Omissions Insurance: AUDITOR agrees to obtain Professional Errors and Omissions Insurance. AUDITOR shall also require all professional subcontractors to obtain and maintain similar insurance with similar limits in connection with subcontracted work. Limit of Liability should be no less than $2,000,000 Per Claim/$2,000,000 Annual Aggregate.

9.2 DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials and employees; or the AUDITOR shall procure a bond guaranteeing payment of losses and related investigations, claim administrative and defense expense.

9.3 OTHER INSURANCE PROVISIONS

The AUDITOR shall also obtain and pay for insurance policies that contain, or are endorsed to contain, the following provisions:

1. AUDITOR 's Contingent or Protective Liability and Property Damage to protect the AUDITOR from any and all claims arising from the operations of subconsultant employed by the AUDITOR.
2. The coverage shall be for a minimum of $2,000,000 unless otherwise stated in the Contract Documents and shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers.
3. The AUDITOR's insurance coverage SHALL BE PRIMARY INSURANCE as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the AUDITOR's insurance and shall not contribute with it.
4. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.
5. The AUDITOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

9.4 ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Bests' rating of no less than A : VI.

9.5 VERIFICATION OF COVERAGE

AUDITOR shall furnish the CITY with certificates of insurance. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

9.6 SUBCONSULTANTS

AUDITOR shall include all subconsultants as insureds under its policies or shall furnish separate certificates of each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.

10.0 TERMINATION

The Contract may be immediately terminated by the City if:

1. The Contractor defaults in the performance of any of its obligations under the Contract; or,
2. The City has documented receiving unsatisfactory services applicable to the contractor's service or work performance;
3. A petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the Contractor, or an order is entered adjudicating the Contractor bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the Contractor, or an assignment for the benefit of creditors of the Contractor is made.

In addition, the City may terminate the Contract, in whole or in part, for the City's convenience and without cause upon thirty (30) days' prior written notice to the Contractor. In the event of any termination, the Contractor shall be paid for all services satisfactorily performed through the effective date of termination, and the City shall have no further obligation to the Contractor.

11.0 ANNUAL APPROPRIATION

Pursuant to Article VI, Section 26(a) of the Missouri Constitution, the obligations of the City under any contract resulting from this RFQ, including any optional renewal terms, are subject to and contingent upon the annual appropriation of funds by the Board of Aldermen. If sufficient funds are not appropriated for any fiscal year, the Contract shall terminate as of the last day of the fiscal year for which funds were appropriated, without penalty, cost, or further obligation to the City.

12.0 INDEMNIFICATION

To the fullest extent permitted by law, the AUDITOR shall indemnify, defend, and hold harmless the CITY, its officials, officers, employees, agents, and representatives from and against any and all suits, actions, claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from any negligent act, error, or omission of, or breach of the Contract by, the AUDITOR or its employees, agents, or subconsultants in the performance of the Contract. Nothing in this Section, or in the Contract generally, shall be construed as a waiver of the sovereign immunity of the CITY or of any other defense or immunity available to the CITY.

13.0 ANTI-DISCRIMINATION AGAINST ISRAEL

Pursuant to Section 34.600, RSMo, if the Contract exceeds one hundred thousand dollars ($100,000) and the AUDITOR employs ten or more employees, the AUDITOR shall certify in writing that it is not currently engaged in, and shall not for the duration of the Contract engage in, a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

14.0 AWARD; WRITTEN CONTRACT; GOVERNING LAW

Any award resulting from this RFQ is contingent upon the negotiation and execution of a written contract authorized by the Board of Aldermen and duly entered upon its minutes, as required by Section 432.070, RSMo. No obligation of any kind shall arise on the part of the City, and no work shall commence, unless and until such written contract is fully executed. The resulting contract shall be governed by and construed in accordance with the laws of the State of Missouri, and venue for any action arising out of the contract shall lie exclusively in the Circuit Court of Clay County, Missouri.

SECTION C: EXHIBIT 1 – COST PROPOSAL

The cost proposal shall be an all-inclusive maximum price. Must include the rates for each level of staff and the level of hours anticipated for each (Example: Partner, Specialist etc.). Rates should also be included for any additional professional services.

Item	Type of Service	FY26	FY27 Optional Renewal	FY28 Optional Renewal	FY29 Optional Renewal	FY30 Optional Renewal
1	Audit of the City's Basic Financial Statements and Compilation of the ACFR	$	$	$	$	$
2	Single Audit	$	$	$	$	$
Total		$	$	$	$	$
Did you include the rates for each level of staff?		Yes			No	

SECTION D AFFIDAVIT ENROLLMENT IN FEDERAL WORK AUTHORIZATION PROGRAM

as required by Section 285.530, Revised Statutes of Missouri

State Of	
County Of	

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE:
Any person performing Work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM:
Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY:
A person acts knowingly or with knowledge,
(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN:
An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

Before me, the undersigned authority, personally appeared

Name:	

Being dully sworn, states on their oath or affirmation as follows

My name is

Name:	

And I am currently the

Title:	

For

Company Name:	

Hereinafter Company, whose business address is

Address	

And I am authorized to make this affidavit.

I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.

Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Company and the City of Smithville.

Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

Attached hereto is documentation affirming Company's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Further, Affiant saith not

Signature:	
Printed Name:	
Date:	

Notary Public:

Signature:	
Printed Name:	

My Commission Expires:

Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

A valid, completed copy of the first page identifying the Company; and

A valid copy of the signature page completed and signed by the Company, and the Department of Homeland Security - Verification Division.