



**CITY OF PLATTEVILLE, WISCONSIN  
REQUEST FOR PROPOSAL  
FOR  
AUDITING SERVICES**

**September 30<sup>th</sup>, 2022**

75 North Bonson Street, PO Box 780, Platteville, WI 53818

## INTRODUCTION

The City of Platteville, Wisconsin, is requesting qualified independent accountants that are licensed to practice in the State of Wisconsin, to submit proposals to conduct an audit of its accounts and records. Below is listed the specifications for proposals as well as evaluation criteria for submitted proposals.

## CITY BACKGROUND

The City of Platteville has a State estimated population of 12,363 as of 2022 and for 2022 a budget of \$16.379 million. The City of Platteville receives funds from the Water & Sewer Department, the Airport, and the Housing Authority. The current work force of the City of Platteville is approximately 76 Full time and many part time employees. The most recent audit of the city was performed in 2022 for the period ended December 31, 2021, by Johnson Block and Company, Inc. of Mineral Point, Wisconsin.

## SCOPE OF WORK

1. The audit will be in accordance with generally accepted auditing standards as included in Statements on Auditing Standards, the GAO Government Auditing Standards, GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs, Federal OMB Circular A-133 and Circular A-87, the single Audit Act of 1984, and the State of Wisconsin single Audit guidelines.
2. The Audit shall include an audit of the City's financial statements. The funds to be included in the audit are listed below:
  - a) General
  - b) Debt Services
  - c) Capital Projects
  - d) Taxi/Bus Fund
  - e) TID Funds (TID No. 5-7)
  - f) RDA Fund
  - g) Affordable Housing Fund
  - h) Broske Center
  - i) Airport Fund
  - j) Water and Sewer
3. At the conclusion of the audit a representative of the accounting firm will be expected to meet with City Officials for a more detailed report and attend a Council meeting and present a brief report to the Common Council to discuss the findings resulting from the audit.
4. Offer a total of four (4) hours (City) and two (2) hours (W/S) per year assistance through consultation at any time during the year at no additional charge and include this service in the annual lump sum contract amount.

5. Audit is to include tests of the accounting records of the City and Housing Authority (including the certification of the Housing Authority's Financial Data with HUD) and other procedures necessary to express an opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles. A report on the City's compliance with law and regulations and its internal accounting controls as required for the Single Audit. If the opinion is other than unqualified, to fully discuss the reasons with the city in advance.
6. Prepare the financial statements and the State Financial Report Form Report for Municipalities. The City prepares monthly financial reports that are reviewed by management and the Common Council. Some Audit Entries and Entries made to reclassify the activity posted in the designated equity accounts for the statement of revenues, expenditures and changes in fund balance will likely be needed.
7. Procedures to include tests of documentary evidence supporting the transaction recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. Request of written representation from the City's attorney may also be necessary.
8. To use judgment about the number of transactions to be examined and the areas to be tested including tests of transactions related to Federal and State assistance programs for compliance with applicable laws and regulations. To advise the City of any material errors, irregularities or illegal acts, fraud, or defalcations, that may exist, and which comes to the auditors' attention.
9. Assistance with preparation of Management Discussion and Analysis (MDA). This may or may not be needed dependent upon the City Manager.
10. The audit will be for a term of 3 years. (For Years Ending December 31, 2022, 2023 and 2024). In your proposal please provide a breakdown in price for each year's audit for the (1) Water & Sewer Dept., (2) RDA Fund, (3) Other City Funds (4) Cost to file annual Financial Report to Dept. of Revenue, (5) Single Audit, (6) an optional yearly cost for Assistance with preparation of MDA and (7) an optional yearly cost for filing the PSC report, (8) an optional yearly cost for updating the City's depreciation schedule, and (9) an optional cost of an audit for closing out TIF #4. Price should include total cost to the City including travel, audit adjustments, etc.

## PROPOSAL REQUIREMENTS

Proposals from firms should be submitted in a concise description of potential services to be offered including a description of the firm's ability to provide such services. Proposal must be a complete and precise profile of the firm itself affirming its credentials and an outline for the work plan of the audit.

1. Profile of the firm:
  - a. Resume and work experience of key staff assigned to the audit.
  - b. Experience of work with three (3) municipalities similar in size including names and contact information.
  - c. Information regarding the Firm's participation in or with Government Finance Officers Association, Governmental Accounting Standards Board, and other organizations.
  - d. A description of the firm's quality control and audit review process.
2. An outline of the work plan for the audit:
  - a. A description of the basic audit program.
  - b. Use of statistical sampling.
  - c. Use of technical specialist.
  - d. Organization of audit team.
  - e. Sample management letter
  - f. Typical assistance expected from municipal staff.

## TIMELINE

1. In the first part of April, audit fieldwork is to be completed allowing for the filing and completion of the various reports listed below:

a. State Financial Report Form	May 15
b. Annual Financial Report for Municipalities	May 15
c. Finance Statements	June 15
d. Report on Internal Control	June 15
e. Management Letter	June 15
f. Single Audit Reports	June 15
g. Presentation of Audit	July 31
2. In June or July of each year, a presentation is to be made displaying information collected from the audit to be presented to the Common Council.
3. Audit fieldwork related to the Water and Sewer Utility is to be completed the first part of March each year.

## PROPOSAL DUE DATE

1. Hardcopy and emailed proposals are due by 4:30 P.M on Friday, October 28, 2022
2. Hardcopy Submissions for the request for proposal must be made to:

City Manager's Office  
Platteville City Hall,  
75 North Bonson Street,  
PO Box 780,  
Platteville, WI 53818

Emailed submissions should be sent to: [citymanager@platteville.org](mailto:citymanager@platteville.org)

3. All preparation costs shall be assumed by the organization submitting the proposal.

## SELECTION PROCESS

In evaluating the submitted proposals from interested firms, in no order, listed below are the important factors that will be the criteria for how the City of Platteville decides which proposal to accept:

1. Proposal Format
2. Qualifications of Work Team
3. References
4. Firm Resources
5. Price

Questions concerning the RFP Document and/or city financial systems should be directed to Adam Ruechel, City Manager at (608) 348-1821 or [citymanager@platteville.org](mailto:citymanager@platteville.org).