

REQUEST FOR PROPOSAL/QUALIFICATIONS

The Harrison County Development Commission a political subdivision of the State of Mississippi operating under Section 59-9-1 of the Mississippi Code of 1972, as annotated, is seeking proposals for Certified Public Accounting and Auditing services for year ending September 30, 2019.

The successful firm will assume responsibility as the CPA/Auditing firm for the Development Commission and provide related services:

NATURE OF SERVICES REQUIRED

A. General

The Harrison County Development Commission (the Development Commission) is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2019, with the option to audit the Development Commission's financial statements for one additional fiscal year, subject to review. These audits are to be performed in accordance with the provisions noted below.

B. Scope of Work to be Performed

Whereas the Development Commission is a Component Unit of Harrison County. The Commission desires the auditor to express an opinion on the fair presentation of its component unit financial statements in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of additional information when considered in relation to the financial statements taken as a whole. In addition, in accordance with *Government Auditing Standards*, the report should include the required reports on compliance and internal control. The Development Commission has not received any Federal funding during the 2019 year and does not expect that a Single Audit will be required for the 2019 fiscal year either.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- ❑ U.S. generally accepted auditing standards;
- ❑ *Government Auditing Standards*, issued by the Comptroller General of the United States;
- ❑ *Financial reporting model described in GASB Statement No. 34*.
- ❑ *Mississippi Code Annotated (1972) for compliance with applicable state laws*.

PROPOSAL INFORMATION

Please address the following areas and include any additional information you feel would be helpful in evaluating your qualifications and proposed services:

Firm Background

1. Provide a brief description of your firm, including background, expertise and experience. Include any experience you already have with the GASB 34 Reporting Model.
2. List the names of the principals or associates who will be assigned to the Development Commission's account. Include a brief resume of the experience, specific abilities, and professional qualifications of all persons to be assigned to the account. Indicate whether all pertinent members of the audit team meet Yellow Book requirements.
3. Provide a copy of your firm's most recent PEER/Quality Review.
4. Describe how the CPA/Auditing services will be performed.

References

List the names, addresses and the contacts of your current clients that you believe are similar in scope, size and discipline to the Development Commission.

Remuneration

Please provide your preferred contract form and your proposed fee structure. Include a detailed itemized cost statement showing various classes of staff hours at appropriate rates, delineated by task. Also include a total cost for performing the services and a total.

Selection Criteria

1. Selection shall be made by the Harrison County Development Commission Board of Commissioners utilizing a combination of factors, including but not limited to the abilities, qualifications and experience of the firms to provide professional CPA/Auditing services.
2. The Development Commission reserves the right to reject all proposals, and to change or modify the terms and conditions of the proposed services prior to the Board of Commissioners' approval of a contract for CPA/Auditing services.

Request for Additional Information

All requests for additional information should be directed in writing to Lori Frazier, 12281 Intraplex Pkwy, Gulfport, Mississippi 39503 or call (228)896-5020. Any change or modification to this Request for Proposal will be in writing and will be distributed to all firms invited to propose.

Submission of Proposal

Proposals will be accepted beginning September 23, 2019 through October 23,2019 at 10:00am. Proposals must be received by October 23,2019 10:00am to be considered. Submit three (3) copies of your proposal to Lori Frazier, Director of Finance, Harrison County Development Commission, 12281 Intraplex Pkwy, Gulfport, Mississippi 39503.

Bill Lavers
Executive Director