

# REQUEST FOR PROPOSAL FOR AUDITING SERVICES

November 13, 2023

The City of Tuscaloosa Police and Firefighters Pension Board (the Board) is requesting proposals from qualified accounting professionals to provide standard financial auditing services for a defined benefit pension and/or retirement plan. We invite you to submit a proposal to the Board by 4pm CST on December 5, 2023 for consideration. A description of the Plan, the services needed, and other pertinent information follows:

The City of Tuscaloosa Police and Firefighters Retirement Plan (the Plan) is a defined benefit plan recognized by the Internal Revenue Service. The Plan provides pension benefit payments, as well as payments for Plan member survivors and dependents, and for qualified disability retirement applicants. Please see the Plan website for information regarding the Plan and the Board's role: <https://www.tuscopfplan.com/>

## **I. INTENT & SCOPE OF WORK**

The Board seeks qualified accounting professionals to provide standard financial auditing services to the Board for FY 2023, FY 2024 and FY 2025. The audit provided is expected to be compliant with generally accepted government financial auditing principles. The Board seeks a fixed fee arrangement for identified auditing services.

Preference will be given to those submittals demonstrating experience with clients similar in nature to that of the Board.

## **II. CONTRACT TERM**

This contract is for an initial period beginning January 1, 2025, through completion of the FY 2026 audit report acceptance by the Board. The Board shall have the right to extend this contract for an additional two-year term. Renewal of the appointment/contract will require reauthorization by a vote of the members of the Plan. If both parties cannot agree on costs for a contract extension, the existing contract will be allowed to expire and the contract work will be rebid.

## **III. GENERAL SPECIFICATIONS**

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening. The successful proposing respondent will be required to enter into an agreement, which will include the requirements of this RFP as well as other requirements.

Specifically, the proposal should include the following:

1. A summary of the respondent's qualifications, including references
2. Specific names of individual(s) who would initially staff the Commission's account

3. Assessment of accessibility and responsiveness, including workload accommodation
4. Proposed scope of coverage and work
5. Proposed costs
6. Demonstration of sufficient malpractice insurance coverage: carrier, limits, and exemptions
7. An indication of whether the respondent currently represents, or has represented in the last five years, any client where representation may create a conflict of interest with your ability to work with the Commission and what procedures the respondent would utilize to identify and resolve conflicts of interest.

#### **IV. EVALUATION AND AWARD CRITERIA**

Proposals will be evaluated using the following criteria:

1. Qualifications of respondent.
  - a) Experience in providing and desired auditing and related services
  - b) Personnel qualifications and experience of the responder's staff.
  - c) References.
2. Proposed scope of coverage and work.
  - a) Proposed auditing coverages and processes.
3. Proposed costs.
  - a) Proposed auditing and publication costs.
  - b) Other charges (if any)

#### **V. PROPOSAL SUBMISSION**

Proposals can be submitted via email to Alyce Spruell at the address given below. Proposals must be received by 5:00 p.m. on December 5, 2023. Proposals received after the deadline will not be accepted.

**SUBMISSIONS SHOULD BE DIRECTED TO:**

Alyce M. Spruell

[aspruell@rosenharwood.com](mailto:aspruell@rosenharwood.com)

(205) 469-2416