

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

00-168

SYNOPSIS -

AGENDA:

APRIL 24, 2000

SUBJECT:

REQUEST FOR
PROPOSALS FOR
PROFESSIONAL
AUDITING
SERVICES

For the past four years, KPMG LLP (Don Kemp, Managing Partner, Ruan Center, Des Moines, Iowa) has served well as the City's independent financial auditor. The City's four-year contract with KPMG for the annual audit expires June 30, 2000. Therefore, a Request for Proposals (RFP) for professional auditing services has been prepared (attached) and needs to be distributed to accounting firms and the State Auditor, and a competition conducted to select an independent financial auditor. Staff anticipates responses from several firms, including KPMG.

TYPE:

FISCAL IMPACT -

RESOLUTION
ORDINANCE
RECEIVE/FILE

For 1999, the estimated total cost of the four audits required by the City (Airport, Housing Services, Wastewater Reclamation Authority, and the City as a whole) was \$118,000.

SUBMITTED BY:

KEVIN RIPER
FINANCE DIRECTOR

RECOMMENDATION -

Approval.

BACKGROUND -

Proposals will be evaluated according to these criteria and weights:

Expertise and experience, including performance on comparable engagements; qualifications and staff continuity of the proposed engagement team; and experience with auditing similar federal and state financial assistance programs, which is particularly important for the Airport and Housing Services (40 points of 100 total);

Audit approach, primarily the adequacy of the proposed staffing plan, sampling techniques, and analytical procedures (20 points);

References from other clients, preferably public sector (10 points); and

Price (30 points).

A five-person evaluation committee will assess all proposals. This committee will consist of two representatives of the City's Finance Department and one representative of each of the other City departments that publish separate financial statements: Airport, Housing Services, and Wastewater Reclamation Authority.

The tentative timeline for this RFP is as follows:

Council consideration of RFP Monday, April 24, 2000
Distribution and advertising of RFP. Tuesday, April 25, 2000
Mandatory pre-proposal conference Wednesday, May 3, 2000
Proposals due. Friday, May 19, 2000
Interviews week of May 30-June 2, 2000
Council selection of independent financial auditor Monday, June 5, 2000
Council approval of contract. Monday, June 19, 2000

Attachment



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