

Introduction:

The City of Merriam, Kansas (subsequently referred to as the City) is requesting qualifications statements from accounting and management consulting firms to undertake performance audit procedures for the City. The exact scope of these procedures has yet to be determined. Information requested and requirements for performance of this work are included in this Request For Qualifications (RFQ).

Contact Person:

All inquiries concerning this RFQ should be directed to:

Kevin Hiskey
Finance Director
City of Merriam, Kansas
9000 W. 62nd Terrace
Merriam, KS 66202
(913) 722-7700 ext. 127
kevinh@merriam.org



Deadline for RFQ's:

Sealed proposals will be received by the Merriam City Clerk at the address listed below until 4:30 p.m. on XXXX-XX, 2002. Qualifications statements must be clearly marked on the outside of the package with the following description: "Request For Qualifications-Performance Audit".

Mailing Address:

Four copies of the qualifications statement should be mailed to:

City Clerk
Merriam City Hall
9000 W. 62nd Terrace
Merriam, KS 66202

Special Conditions for Proposals:

Qualifications statements may be delivered in person or mailed to the City Clerk. However, any response which is mailed but does not reach the City Clerk by the deadline time set forth above will not be accepted.

The City reserves the right to accept or reject any and all qualifications statements and to waive any technicalities or irregularities therein.

There is no express or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing qualifications statements in response to this request.

In order to expedite the evaluation process, qualifications statements will be opened and evaluated as they are received. The contents of each will remain confidential and will not be made available to anyone except those involved in the evaluation and approval process until after the bid deadline.

By submitting a qualifications statement, the vendor agrees to the terms, conditions and specifications of this RFQ.

Responses should be targeted towards providing the information requested below. If the applicant wishes to provide other supplemental information, it should be segregated at the end and identified separately from the information requested.

Selection Process and Schedule:

A selection committee will evaluate all responses and make a recommendation to the City Council.

The purpose of this RFQ is to provide information that will allow the selection committee to evaluate the qualifications of prospective firms.

After reviewing the RFQs, the selection committee will prepare a list of final candidates to be interviewed.

Selection Criteria:

The selection committee will consider various factors when evaluating the RFQs, including but not limited to:

- Quality of the qualifications statement
- Prior experience
- Individual and Firm capability
- Professional responsiveness
- References

Cost Considerations:

Please do not provide cost information at this time. It will be necessary to determine the scope of the audit procedures before a bid can be made.

Background on the City of Merriam:

The City of Merriam, Kansas is located in the Kansas City metropolitan area, approximately eight miles from downtown Kansas City, Missouri. It has a population of 11,000. Merriam is located in Johnson County.

The City's 2002 budget is \$30,131,498. The City has a strong and diversified retail base. Approximately 60% of the General Fund current revenues are derived from local city sales tax.

The City has eight elected Council members and an elected Mayor. The Council hires a City Administrator as the chief administrative official. The following department directors are hired by and report directly to the City Administrator: Administrative Services; Fire; Finance; Public Works; Community Development; Parks & Recreation; and Police.

Merriam was incorporated as a city of the third class on October 28, 1950 and was made a city of the second class on January 18, 1957.

Items to be included in the RFQ

Responses to this RFQ should include the information requested below.

Contact Information:

List the name and address of the firm's main office; the contact person's name and phone number; and other pertinent contact information (such as email addresses, fax numbers, etc.).

Qualification Information:

- Provide a brief firm history.

- Provide information on the size, structure, and experience of your firm.

Experience:

- Provide specific information to demonstrate the firm's experience. Provide details of past performance audit activity (e.g. number, type, and complexity).
- If possible, please provide copies of audit reports (with client name and other confidential information blacked out). This may be provided as part of the Client History section below if preferred.
- The scope of this audit has not yet been determined. The successful candidate must be able to work with the Council to develop a practical scope of examination based upon the Council's broad goals. Provide details of your firm's past experience in working with governing bodies to guide them in clarifying their areas of concern into concrete procedures.

Disclosure of Conflicts, Investigations, and Disciplinary Actions:

Disclose and explain any real or potential problems, including but not limited to, conflicts of interest (legal and perceived), investigations by authoritative bodies, and/or disciplinary actions. The disclosures should include the firm and all associates within the firm; and should cover past and pending matters that might reflect on compliance with all professional standards, regulations, and laws. Disclosure should include any contributions that have been made to officials of the City. The proposer must immediately advise the City in writing of any real or possible conflicts that arise after the submission of this qualifications statement.

Insurance:

Describe the extent and limits of malpractice and other insurance covering the proposer's performance of the aforementioned procedures for the City.

Client History and References:

Provide a list of clients and your history with each client. Provide a narrative describing the types and scopes of performance audit procedures performed.

Provide a list of at least four (feel free to provide more) references that the City may contact. References should include other Kansas municipal or local governments. Provide individual contact information for each reference including name, phone number, etc.