

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

**RFP #49-27OCT08  
Release Date: September 8, 2008**

**Pre-Proposal Conference:  
Date and Time: September 26, 2008, 10:30 a.m. CST  
Location: Boone County Johnson Building, 601 E.  
Walnut, Conference Room 213, Columbia, MO 65201**

**Submittal Deadline:  
October 27, 2008  
not later than 10:30 a.m. CST**

**Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)**



**NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 49-27OCT08 – Financial and Compliance Audit Services**

Sealed proposals will be accepted until **10:30 a.m. on Monday, October 27, 2008** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

A **Pre-Proposal Conference** is scheduled for 10:30 a.m. on Monday, September 29, 2008 in the Boone County Johnson Building, Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: September 8, 2008  
COLUMBIA DAILY TRIBUNE



## **1. INTRUCTIONS AND GENERAL CONDITIONS**

### **1.1 Pre-Proposal Conference:**

- 1.1.1 To assist interested Offerors in preparing a thorough RFP response, a pre-proposal conference has been scheduled for Monday, September 29, 2008, at 10:30 a.m. in the Boone County Johnson Building, 601 E. Walnut Street, Conference Room 213, Columbia, MO 65201.
- 1.1.2 All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Qualifications. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.

If Offeror prefers to attend by conference call, please contact the Purchasing Department, Melinda Bobbitt, by 5:00 p.m. September 25, 2008 by e-mailing: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org). Please insert "Auditing Services RFP" in subject line of e-mail and include in e-mail message your contact information. Your e-mail will be responded to with a confirmation e-mail.

- 1.1.3 Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

**1.2 Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., Central Time, on Monday, October 27, 2008** to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and will return such late proposals to the Offeror.

- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly, but only names of Offerors will be read aloud. All proposal responses will be considered public information, and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal. You may check our web site for addenda at [www.showmeboone.com](http://www.showmeboone.com), then select "Purchasing", then "Current Bid Opportunities".



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Financial and Compliance Audit Services** as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Scope of Services
  - 4) Proposal Submission Information
  - 5) Response/Pricing Page

### 2.2. Guideline for Written Questions:

- 2.2.1 **All questions** regarding this Request for Proposal shall be submitted in writing no later than **5:00 p.m., Monday, October 6, 2008**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:
- a. Melinda Bobbitt, CPPB  
Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)
- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



## SCOPE OF SERVICES

### **3.1. Project Description:**

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a qualified independent certified public accounting firm ( hereinafter Offeror) to provide Financial Statement Audit Services and Compliance Audit Services (Single Audit Services) and to issue all required reports in accordance with applicable standards.

**3.2. Scope of Services:** The successful Offeror will audit the basic financial statements of the County for the year ending December 31, 2008, and express audit opinions on the various opinion units as required by applicable auditing standards. The successful Offeror will also be responsible for printing and publishing the Comprehensive Annual Financial Report (CAFR). The Auditor's opinion and published report must be completed in sufficient time to allow the County to meet the June 30<sup>th</sup> deadline for submission to the Government Finance Officer's Association (GFOA) CAFR review program. If the auditor's opinion is other than unqualified, the reasons for qualifying the opinion, disclaiming the opinion or rendering an adverse opinion will be furnished to the County on a timely basis. The successful Offeror shall also audit and express an opinion on the schedule of expenditures of federal awards (OMB Circular A-133 Single Audit Report) in relation to the basic financial statements taken as a whole and issue a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* and a report on compliance with requirements applicable to its major program and on internal control over compliance in accordance with OMB Circular A-133. The successful Offeror shall furnish all labor, materials, and equipment necessary to perform the work required and to publish the report(s).

**3.3. Auditing Standards:** The audit shall be performed in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**3.4. Background Information:** The County prepares a comprehensive annual financial report (CAFR) and obtains an independent audit of its financial statements each year. CAFR's and Single Audit reports for fiscal years 2003 through 2007 are available for viewing and downloading from the County's web site: [www.showmeboone.com](http://www.showmeboone.com), see "Budgets and Financial Reports" on the right-hand side of the Home Page. Additional background information regarding the County, fiscal policies, and operations is contained in the annual Budget document, which is also available on the County's web site.

**3.5. Proposed Solicitation/Award Schedule:**

3.5.1.	September 8, 2008	Advertisement of RFP
3.5.2.	September 29, 2008, 10:30 a.m.	Pre-proposal conference
3.5.3.	October 6, 2008, 5:00 p.m.	Deadline for submitting questions
3.5.4.	October 27, 2008, 10:30 a.m.	Proposal due date and time
3.5.5.	October 27 – December 15	Proposal Response(s) Evaluation
3.5.6.	January 3, 2009	Contract Award

**3.6. Minimum Offeror's Qualifications:**

- 3.6.1. Offeror(s) must be a certified public accountant, independent in regard to Boone County – Missouri, and licensed in the State of Missouri.
- 3.6.2. Offeror must be in compliance with appropriate regulations regarding non-discrimination and minimum wages.
- 3.6.3. Offeror(s) must have qualified personnel with governmental accounting and auditing expertise and experience with performing single audits. The Offeror(s) must also have CAFR experience.

**3.7. Contractor Responsibilities:**

- 3.7.1. Perform a financial and compliance audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*.
- 3.7.2. Prepare a detailed management letter of items not dealt with in the internal control and compliance reports outlining County issues with recommendations for improvement in internal controls, accounting systems, and procedures. This letter shall be issued under separate cover and presented to the Boone County Auditor and County Commission.
- 3.7.3. Using information provided by the County Auditor, prepare draft footnotes for Auditor's review and approval; prepare final camera-ready footnotes for inclusion in the CAFR. As needed, advise County Auditor regarding required changes to footnotes.
- 3.7.4. Prepare the CAFR Table of Contents. Print and publish 70 copies of the CAFR and 40 copies of the Single Audit Report; cover design and color, overall layout, and tab sections subject to Auditor approval.
- 3.7.5. Prepare and complete the data collection form SF-SAC for remittance to the Single Audit Clearing House.
- 3.7.6. If needed, assist the County Auditor in drafting and preparing responses to GFOA recommendations.

- 3.7.7. Meet with the County Auditor, County Commission, and other County officials (as necessary) to ensure adequate planning and coordination of audit activities as well as to ensure proper communication of audit-related matters.
- 3.7.8. Respond to occasional questions throughout the year regarding financial accounting and reporting matters.

**3.8. County Responsibilities:**

- 3.8.1. Prepare draft and final camera-ready Basic Financial Statements, Management's Discussion and Analysis, Required Supplementary Information, Other Supplementary Information, Statistical Tables, Introductory Section, and fly sheets; prepare draft and final camera-ready SEFA (Schedule of Expenditures of Federal Awards)
- 3.8.2. The various departments and offices of Boone County will make all necessary records available for examination by the independent accountants on the premises of the County at any time during normal working hours.
- 3.8.3. The County Auditor will provide copies of accounting records, reports, and balances of financial statements and other such other schedules and analyses as required and identified in advance in the Prepared by Client (PBC) listing; the County Treasurer will provide all cash and investment information. The County is able to provide electronic files.
- 3.8.4. Prepare letters of confirmation as requested.

**3.9. Anticipated Project Schedule:** The following is the anticipated schedule for completing this project. During the pre-audit planning meeting a final schedule will be developed and agreed to by both parties. Changes or deviations from the agreed-upon schedule must be discussed with and approved by the County Auditor.

- |                                |   |
|--------------------------------|---|
| 3.9.1. Late Jan/early Feb 2009 | Pre-audit planning meeting  |
| 3.9.2. Feb/March 2009          | Interim field work and testing  |
| 3.9.3. Mid-March 2009          | Confirmations prepared  |
| 3.9.4. Late April 2009         | Draft financials (except Government-wide) and PBC's completed; final fieldwork begins |
| 3.9.5. June 30, 2009           | Postmark due date for CAFR submittal to GFOA  |

**3.10. Insurance:** The Contractor shall purchase and maintain in force, at its own expense, such insurance as will protect the Contractor and County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury



and damage resulting by any actions on the part of the Contractor or its forces as enumerated above.

3.10.1. Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

3.10.2. Professional Liability - The Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

3.10.3. Worker's Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work. The minimum amounts of such insurance will be \$100,000.00.

3.10.4. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

**3.11. RFP Questions:** All questions must be faxed, e-mailed or U.S. mailed to Boone County Purchasing, Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, MO 65201. Phone: (573) 886-4391, Facsimile (573) 886-4390, e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org) (no later than 5:00 p.m. October 6, 2008).

**3.12. Billing and Payment:** All invoices must be submitted to the Boone County Auditor's Office. The County will issue progress payments based upon the percentage of work completed and accepted throughout the engagement and upon receipt of correct invoice. Complete and final payment shall be due and payable thirty (30) days after completion and acceptance of all items required by the contract and upon receipt of a request for said payment.

**3.13. Designee:** Boone County Auditor, 801 E. Walnut, Room 205, Columbia, MO 65201.



#### 4.0. CONTRACT TERMS AND CONDITIONS

4.1. Contract Period: The initial financial and compliance audit services contract term shall be for the **fiscal year ending December 31, 2008**. **The contract is subject to automatic renewal for six (6) additional fiscal year audits** following expiration of the first contract period unless canceled by the Purchasing Director in writing prior to a renewal term. (A maximum total of seven (7) fiscal year audits.)

4.2. Contract Documents: The successful Offeror shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.

4.3. Provisions for Termination: The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.

4.3.1. Due to a material breach of any term or condition of this agreement.

4.3.2. If in the opinion of the Boone County Auditor's Office, delivery of product/s services are delayed or product/services delivered are not in conformity with the contract documents.

4.3.3. If appropriations are not made available and budgeted for in any calendar year.

4.4. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

4.5. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

4.6. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

4.7. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.

4.8. Contractor agrees to comply with all auditing standards as well as all federal, state and local requirements, laws, rules and ordinances governing the particular services required for the performance of the contract.

4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the price submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.10. Payment for service shall be made upon final approval of the Boone County Auditor.

4.11. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.



## 5. PROPOSAL SUBMISSION INFORMATION

### 5.1. RESPONSE TO PROPOSAL

#### 5.1.1. Submission of Proposals:

5.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on October 27, 2008**. Proposals will not be accepted after this date and time.

5.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described in section 5.1.4..

a. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

5.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

5.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their

behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**5.1.2. Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 5.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 5.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 5.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 5.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

**5.1.3. Evaluation and Award Process:**

- 5.1.3.1. The Boone County Auditor has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

5.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

**5.1.4. Evaluation:**

5.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

5.1.4.2. **Qualifications Statement/References:** The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background and experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- b. The Offeror shall have previous experience and completed three similar-type audits, preferably for county governments. Name other county governments, agencies, or municipalities for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account. Include a minimum of three references.
- c. Include a cover letter identifying the Offeror and stating the address of the office in closest proximity to the project site.

5.1.4.3. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in Missouri.

5.1.4.4. The Offeror should provide an affirmative statement that it is independent of the County as defined by current professional standards.

5.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP.

Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

- 5.1.4.6. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Offeror’s final response rating.
- 5.1.4.7. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror’s final response rating.
- 5.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

**5.1.5. Rejection / Withdrawal of Proposals Response:**

Rejection of Proposals The County reserves the right, at its discretion, to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offeror’s and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**5.1.6. Validity of Proposal Response:**

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.



**6. Response/Pricing Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Offeror named below. (Note: This form must be signed. All signatures must be original).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**6.1. Cost**

6.1.1. Fiscal Year 2008: Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.2. 1<sup>st</sup> Renewal Period (2009): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.3. 2nd Renewal Period (2010): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.4. 3rd Renewal Period (2011): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.5. 4th Renewal Period (2012): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.6. 5th Renewal Period (2013): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_

6.1.7. 6th Renewal Period (2014): Financial and Compliance Audit including all required reports for single year audit. \$ \_\_\_\_\_





**"No Bid" Response Form**

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390

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**"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A PROPOSAL RESPONSE**

If you do not wish to respond to this RFP request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**RFP: 49-27OCT08 – Financial and Compliance Audit**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Submitting Proposal Response :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_