



DATE: March 1, 2021
TO: Invited Parties
FROM: Andrea Klaas, Executive Director
SUBJECT: Municipal Auditing Services

The Port of The Dalles is soliciting proposals from qualified firms of certified public accountants to audit the Port's financial statements for the fiscal year ending June 30, 2021, with the option of auditing the Port's financial statements for the 4 subsequent fiscal years, for a total of 5 years ending June 30, 2025.

Please limit your response to 3 pages, plus any relevant attachments.

Your proposal should contain, but not be limited to, the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Proof that the firm is certified to conduct municipal audits by the Board of Accountancy.
3. Experience of your firm conducting municipal audits.
4. A list of similar local governments, or pertinent accounts, served by your firm that may be contacted by the Port of The Dalles.
5. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Executive Director. This disclosure should include an estimation of the increased fees and the reason for the increase.
6. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
7. Your proposed staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with Port personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.



5. Audit firm staff stability history - what assurances can you provide the Port regarding the assignment of your permanent personnel to the engagement.
6. Procedures used to transmit audit adjustments, management recommendations, etc. to the Port.
7. Outline your steps in a typical municipal audit, including timeline.
8. Audit firm to deliver up to 7 printed and bound copies of annual report, one un-bound hard copy, and an electronic version.
9. Audit firm will present the final audit and findings to the Port Commission.
10. Please provide an example of a previous audit that was completed in the prior year for an entity similar to the Port of The Dalles.

The final decision of the selection of the firm to conduct the audit will be made by the Port Commission. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to Andrea Klaas in writing at the above address or by email: andrea@portofthedalles.com.

We will look forward to receiving your proposals on or before April 30, 2021.

Sincerely,

Andrea Klaas, Executive Director

Audit Proposal Information

Audit proposals will be accepted by the Port of The Dalles until 4:00 p.m., on **April 30, 2021**. Please direct proposals to the attention of Andrea Klaas. All proposals become the property of the Port of The Dalles.

All proposals will become part of the requester's files without obligation.

Nature of Services Required

1. Audit period will be July 1, 2020 through June 30, 2021 (one year)
2. Special reports, exhibits, and schedules required:
 - Independent auditor's report
 - Government wide financial statements
 - Fund financial statements
 - Statements of changes in financial position
 - Notes of financial statement.
3. Description of Entity and Records to be Audited:
 - The Port operates on a cash basis and maintains three funds
 - 2020 YE Funds balance \$4,566,604
4. Available Manuals and Information Sources:
 - Minutes of the board meetings of the District.
 - Quickbooks Accountants copy of year end finances
 - Financial Management Policies
 - Investment Policy
5. A budget is maintained and is available for examination.
6. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior staff approval.
7. Report Requirements
 - The report will be addressed to the Board of Directors and will contain items listed in item #2.
 - State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance

and ineligible expenditures must be presented in enough detail for management to be able to understand them.

- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

11. Time Requirements

- Proposals will be delivered to the District office at 3636 Klindt Drive, The Dalles OR. 97058 not later than 4:00 p.m. on April 30, 2021. Proposals may also be submitted electronically to: andrea@portofthedalles.com with “Auditing Services Response” in subject line.
- A decision will be made by May 15, 2021 and all proposers will be notified.
- Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to the District as the charges generated by the proposer in accordance with the original agreement.

12. Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the Executive Director.
- Copies required
 - a. Audit report, up to 7 printed and bound copies.
 - b. Management letter, up to 7 printed copies.
 - c. Electronic copy of audit and management letter.

13. The District Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.