

City of Lafayette

"Third Oldest City in Oregon"

Phone: (503) 864-2451

Fax: (503) 864-4501



486 Third Street --- PO Box 55 — Lafayette, Oregon 97127-0055

March 31, 2003

Douglas Parham
Boldt, Carlisle, and Smith, LLC
480 Church St. SE
Salem, OR 97301

*mailed
3/31/03
DR*

Dear Mr. Parham,

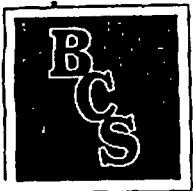
Thank you for responding to the City of Lafayette's RFP for auditing services. While your qualifications were outstanding, the City has chosen to enter into a contract with another firm to perform auditing services for the FY2002-03.

If you have any questions, please give me a call at (503) 864-2451.

Sincerely,

Diane Rinks
City Administrator

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BOLDT, CARLISLE & SMITH LLC
CERTIFIED PUBLIC ACCOUNTANTS
PARTNERSHIP ■ ASSURANCE ■ INNOVATION

March 15, 2003

Trena Cranfill,
Assistant to the City Administrator
CITY OF LAFAYETTE
P. O. Box 55
Lafayette, OR 97127

Dear Ms. Cranfill:

Boldt, Carlisle & Smith, LLC, CPA's are pleased to submit this proposal to perform audit services. Our proposal is based on information you provided and our other experiences in performing governmental audits.

We are pleased to be considered for this engagement. Our firm is *qualified* to perform audits of Oregon municipal corporations and, more specifically, *capable* of providing quality auditing services in a timely and efficient manner at a competitive price.

Experience with Municipal Engagements

Boldt, Carlisle & Smith, LLC is experienced in performing audits of Oregon municipal corporations. Our current client list includes eleven cities, seventeen school districts, four fire districts, three counties, two housing authorities and nineteen other municipalities.

Our experience in governmental auditing and accounting will enable us to successfully complete the requested services in a professional and timely manner.

Fee Requirements

The significant factors which influence the cost of professional services include proper measurement of the scope of services to be performed, planning and control of the engagement, and careful matching of the skills and experience levels of personnel with the requirements of the engagement. Our fee estimate for the next three years is as follows:

June 30, 2003	\$ 12,250
June 30, 2004	14,950 (includes GASB 34 implementation)
June 30, 2005	13,500

www.bcsllc.com
Established - 1968

SALEM: 480 CHURCH STREET S.E. ■ SALEM, OR 97301 ■ PHONE: (503) 585-7751 ■ FAX: (503) 370-3781
STAYTON: 408 NORTH THIRD AVENUE ■ STAYTON, OR 97383 ■ PHONE: (503) 769-2186 ■ FAX: (503) 769-4312

Trena Cranfill,
CITY OF LAFAYETTE
Lafayette, OR 97127

March 15, 2003


Summary

We are confident that our experience in governmental auditing and accounting will enable us to successfully complete the audit services in a professional manner within the requested time. We expect to enter into a contract with the city in a manner consistent with the provisions of ORS 328.465 and 297.485. As a "member" in the firm of Boldt, Carlisle & Smith, LLC, I am authorized to make representations for the firm.

If you have any questions after you have had an opportunity to review our proposal, we would be pleased to answer them. Please contact either Brad Bingenheimer or myself at (503) 585-7751.

Yours very truly,

BOLDT, CARLISLE & SMITH, LLC



Douglas C. Parham, CPA

**CITY OF LAFAYETTE
REQUEST FOR PROPOSAL**

AUDIT SERVICES

*mailed to:
Boldt, Carlisle, & Smith
480 Church St. SE
Salem, OR 97301
Grove, Mueller, & Swank
PO Box 2122
Salem, OR 97308
2/24/03
DS*

Your firm is invited to submit a proposal for the annual audit of the financial statements of the City of Lafayette for the fiscal year ending June 30, 2003.

Your proposal should be submitted to Trena Cranfill, Asst. to the City Administrator. Written proposals should be submitted no later than the close of business on March 15, 2003. Late proposals will not be considered. Any cost incurred in the preparation of the proposal will be the responsibility of the proposer and will not be reimbursed by the City of Lafayette.

Proposals should be addressed as follows:

Trena Cranfill
Asst. to the City Administrator
PO Box 55
Lafayette, OR 97127

The proposals will be reviewed in accordance with the specified criteria.

The City of Lafayette may make an award based upon the initial proposals received without discussion of such proposals with the proposer.

If you should have questions concerning this request or its attachment, do not hesitate to contact Diane Rinks, City Administrator at (503) 864-2451.

TECHNICAL QUALIFICATIONS

Proposer must be a licensed Certified Public Accountant (CPA) that meets the appropriate State of Oregon licensing requirement, meets the applicable independence standards, have a record of responsible work, and comply with continuing professional education.

Proposer should describe its prior auditing experience, including names, addresses, contact persons, and telephone numbers of prior organizations audited.

Proposer should identify the partners, managers, and other staff who would be assigned audit responsibility for the City's account. This should include their

education, position in the firm, years and types of experience, state in which licensed as a CPA, continuing professional education and previous governmental auditing experience.

Proposer should disclose whether the staff to be assigned to the audit has received continuing professional education in governmental accounting and auditing during the last two years.

Proposer should disclose if their firm has been the object of disciplinary action for substandard audit work.

The proposer should disclose their firm's malpractice insurance policy.

DESCRIPTION OF ENTITY AND RECORDS TO BE AUDITED

The City of Lafayette is a municipal corporation, incorporated in 1878, chartered by and operated under the laws of the State of Oregon. The governing body consists of seven (7) elected officials (six Council members and the Mayor) and three (3) appointed officials, the City Administrator, City Attorney, and the Municipal Court Judge. Administrative offices and all records are located at 486 Third Street, Lafayette, Oregon 97127.

The records to be audited are as follows:

- The General Fund
- Proprietary Funds
- Capital Projects Funds
- Fiduciary Fund
- Debt Service Fund

Per request, a copy of last year's audit will be made available to proposers.

STATEMENT OF WORK TO BE PERFORMED

The work to be performed is an independent audit of the financial statements and underlying transactions of the City of Lafayette for the year ending June 30, 2003. This examination is to be conducted in accordance with generally accepted governmental auditing standards (GAGAS) and in accordance with the requirements of the Oregon Revised Statutes and the Minimum Standards for Audit of Oregon municipal corporations as prescribed by law. Such standards shall not be construed to require economy and efficiency audits.

The proposer shall include a fee for auditing services for the fiscal year ending June 30, 2003. The proposer shall also propose a separate fee if a federal single act compliance audit and compliance with OMB A-133 is required.

Personal Service Contracts

ii. Application

Prospective contractors must submit a statement which describes their capabilities, credentials, and performance data sufficient to establish their qualification for the project.

iii. Initial Screening

The City Administrator or designee shall evaluate the qualifications of all applicants responding to the announcement by the closing date, and select from among the respondents those contractors whose statements evidence the highest level of qualification to be interviewed.

iv. Final Selection Procedure

1. Interviews

a. The City Administrator or the Board will hold discussions with the finalists selected for initial screening. Applicant capability, experience, and compensation requirements (not necessarily in this order) shall determine the final selection.

b. Award of Contracts

The City Administrator shall make a recommendation to the Board for award of the contract to the recommended consultant, or in the event the Board has conducted the screening, they shall select the consultant.

2. Informal Selection Procedure

a. This procedure may be used when the estimated fee to the consultant does not exceed \$25,000 or at the City Administrator's discretion, when the project consists of work which has been substantially described, planned, or otherwise previously studied or rendered in an earlier contract, provided that the original selection procedure used for the project was a formal procedure. This procedure shall not be used when the estimated fee to a consultant firm exceeds \$25,000, except by specific written approval of the City Administrator.

b. Selection

The appropriate City department will attempt to contact a minimum of three prospective contractors with which it has had previous successful experience or which are known to be qualified to offer the sought-after services. A projected fee will be requested and a selection made by the City Administrator or designee based, in no particular order, upon the consultant's capability, experience, project approach, and compensation requirements.

3. Emergency Appointment Procedure

Nothing in this rule shall be construed to prohibit or otherwise impede the City Administrator's right to make direct consultant appointments when conditions require a prompt action to protect life or public or private property. In such instance, the City Administrator will determine if an emergency exists, declare the emergency and make the appointment.

4. Responsible Parties' Actions

a. Professional Consultants

i. Submit qualifications, credentials, and performance data relating to their capabilities to the appropriate division in response to project announcement.

b. Division/Department

i. Determine that the work on a project requires the services of a consultant.

ii. Announce project as required by this section.

iii. Request the City Administrator's approval of the required actions.

iv. Determine appropriate selection/appointment procedure.

v. Select consultant candidates as specified under this rule.

vi. Interview the top candidates and make the final selection.