



February 27, 2017

To whom it may concern,

The Grove Community Improvement District (CID), a political subdivision, seeks audit services for fiscal years 2017, 2018 & 2019. Specifically, we need:

- Audited financial statements
- Management letter
- Presentation of the audit

In order to minimize the time required for you to prepare your proposal, we have enclosed the following background information and questionnaires for your consideration:

Please submit your proposal to our office by 5 p.m. March 10th, 2017. We will notify you of the selected service provider by Friday, March 31, 2017. The CID reserves the right to reject any and all proposals submitted and to award the contract based upon the best interests of the CID.

Thank you for your consideration, and please do not hesitate to call me if you have any questions regarding this request.

Sincerely,

Matthew Green
Administrator
The Grove CID

The Grove Community Improvement District

4512 Manchester Ave., Ste. 100, St. Louis, MO 63110: (314) 535-5311



Request for Proposals: Audit Services

Profile of Firm:

1. Describe the firm on an overall basis, both locally and nationally.
2. Summarize the firm's qualifications regarding non-profit organizations from an audit, EDP and tax perspective.
3. Give the firm's present complement of personnel by specialty, division and employment classification in the St. Louis office.
4. Describe your local audit firm staff turnover experience within the past three years and how you would provide continuity of assigned personnel on this engagement.
5. Describe the overall results of your firms most recent peer review.

Quality of Audit:

1. Describe the firm's audit approach, including review of internal controls.
2. Describe how your firm will obtain a basic understanding of the CID's operations and activities for planning the audit.
3. Describe the local office's experience in dealing with other non-profit clients similar to the CID.
4. Describe the local office's ability to audit in a computer environment.
5. Describe the key personnel utilized on the engagement along with their resumes of key personnel. Indicate their degrees of expertise and prior experiences as appropriate for the engagement.
6. Describe any services, other than audits, offered by the local office especially as related to internal controls and EDP operations.
7. Describe your firm's staff training and development policies and programs.

Include in the Proposal:

1. Describe the procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the CID so that problems can be resolved.
2. Identify key local engagement personnel who will be continuously available for consultation or discussion.
3. Describe any relationships with your existing clients that might jeopardize your objectivity or independence.
4. Estimate total fees and hours by employment classification and out-of-pocket costs annually, given the services as outlined in the attached letter.
5. Estimate the "first time through" hours which would be required from your firm and our staff.

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6. Estimate the “internal control review” hours which your firm is committed to provide our staff.
7. Submit client references for each key member of the proposed client service team.
8. Submit local community improvement district client references
9. Provide any further information as you deem necessary

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Request for Proposals: Audit Services

Timeline:

- March 10, 2017 Proposals due
- March 31, 2017 Selection of audit firm
- September 2017 On-site visit(s) & audit work
- October 15, 2017 Audited financial statement due
- November 13, 2017 Report to Board of Directors

Deliverables:

- Audited financial statement
- Management letter comments
- Report to Board of Directors

Other consultation services:

- We may seek miscellaneous support, as it relates to the audit findings, for up to fifteen hours of financial record-keeping as part of your base price.

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Request for Proposals: Audit Services

- The Grove CID was established August 2008.
- The majority of the CID's revenue comes from a 1% sales tax and a special assessment on property owners. Those funds are distributed monthly by the Missouri Department of Revenue and the City of St. Louis.
- The Grove CID is a political subdivision.
- The Grove CID operates on a fiscal year budget, July 1-June 30
- The Grove CID's budget and programs are as follows:
 - Administration
 - Marketing
 - Beautification
 - Public Infrastructure
 - Public Safety
 - Special Events
- The Grove CID is governed by an eleven (11) member Board of Directors. The Board meets twelve times per year.
- The Board contracts its administrative services to Park Central Development Corporation.
- The Grove CID has no employees.
- FY 2015-16 total annual revenue was approximately \$489,000.

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