

**From:** [Stephens, Jesse](#)  
**To:** [Perkins, Drew](#)  
**Subject:** RFP #11-2025; Auditor Services - Approval To Release RFP - Item I(5)  
**Date:** Monday, November 17, 2025 4:15:31 PM  
**Attachments:** [RFP FOR Auditor Services - BCRSD.pdf](#)  
[image001.png](#)

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Dear Board of Trustees,

I'm seeking a motion to allow the Executive Director to advertise for proposal form RFP #11-2025 for Auditor Services



***Jesse Stephens, PE - Executive Director***  
Boone County Regional Sewer District (BCRSD)  
1314 N. 7th St., Columbia, MO 65201  
C: 573.239.4025 | O: 573.443.2774  
e: [jstephens@bcrsd.com](mailto:jstephens@bcrsd.com) | w: [www.bcrsd.com](http://www.bcrsd.com)



**Request for Proposal (RFP) for Auditor Services  
For Boone County Regional Sewer District  
(BCRSD)**

***Proposal #11-2025***

**Submittal Deadline:  
not later than 2:00 P.M. CST  
December 11<sup>th</sup>, 2025**

**Direct Responses To:**

**Jesse Stephens  
Interim Executive Director**

**jstephens@bcrsd.com  
P: (573) 443-2774  
bcrsd.com**

**Issued Date: November 17<sup>th</sup>, 2025**

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## **NOTICE OF REQUEST FOR PROPOSAL**

Boone County Regional Sewer District (BCRSD) is accepting proposals in response to this Request for Proposals (RFP) for the following:

### **RFP for Financial Auditor Services – Boone County Regional Sewer District**

Offerors shall e-mail [jstephens@bcrsd.com](mailto:jstephens@bcrsd.com) by **5:00 p.m. on Wednesday, December 3<sup>rd</sup>, 2025** indicating their intent to submit a proposal and list any questions they have about the proposal. Failure to indicate intention to submit a proposal response may result in the offeror not receiving addenda or other critical updates for the proposal submission.

Answers to questions received will be e-mailed to all interested offerors by **Friday, December 5<sup>th</sup>, 2025** and will also be available upon request. Answers to questions received after 5:00 p.m. on Friday, December 5<sup>th</sup>, 2025, will not be provided.

Sealed proposals will be accepted until **2:00 p.m. CST on Thursday, December 11<sup>th</sup>, 2025**, at the office of the BCRSD located at 1314 North Seventh Street, Columbia, MO 65201. Proposals received after 2:00 p.m. CST on Thursday, December 11<sup>th</sup>, 2025, will not be opened.

Request for Proposals are available from the BCRSD and requests for copies may be made by phone (573) 443-2774 or e-mail: [jstephens@bcrsd.com](mailto:jstephens@bcrsd.com)

## 1) **Background and RFP Overview**

- 1.1 **About BCRSD:** The Boone County Regional Sewer District (BCRSD) is a public sewer utility, established as a common sewer district pursuant to Sections 204.250-204.470 of the Revised Statutes of Missouri. Our mission is to provide current and future customers with cost effective, reliable sanitary sewer service by collecting and treating wastewater, and to protect public health and the environment in accordance with local, state and federal permit requirements.
- 1.2 **Objectives and Goals:** With this Request for Proposal (RFP), BCRSD is requesting information about your company and the financial auditing services you provide as outlined in the scope requirements for this request. This request is publicly advertised and will be used to evaluate provider options for BCRSD. This document does not commit BCRSD to contract for any service, supply, or subscription whatsoever. BCRSD will not reimburse for any information or administrative costs incurred because of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.
- 1.3 **General Scope of Services:** Refer to Appendix E

## 2) INSTRUCTIONS AND GENERAL CONDITIONS

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

2.2 **Proposal Closing:** All proposals must be **delivered by 2:00 p.m. on Thursday, December 11<sup>th</sup>, 2025** to:

BCRSD  
1314 North Seventh Street  
Columbia, Missouri 65201

2.2.1 **The BCRSD will not accept any proposals received after 2:00 p.m. on Thursday, December 11<sup>th</sup>, 2025.** Late submissions may be returned unopened if the offeror requests within ten (10) business days after bid opening. All returns will be made at the offeror's expense.

2.3 **Sealed Proposals Required:** Proposals must be submitted in a sealed envelope identified with the proposal number. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronically transmitted proposals will be accepted.

2.3.1 **Copies:** The offeror is advised to submit one (1) original proposal.

2.4 **Proposal Opening:** Proposals will be opened publicly shortly after **2:00 p.m. Thursday, December 11<sup>th</sup>, 2025**, but only the names of offerors will be read aloud at the proposal opening.

2.5 **Confidentiality and the Missouri Sunshine Law:** All proposals submitted in response to this RFP will be opened during a closed committee meeting. After a contract for the services described in this RFP have been executed or all proposals have been rejected, all proposals will be available for public inspection pursuant to Chapter 610 of the Revised Statutes of Missouri (the "Missouri Sunshine Law"). Once available for public inspection, all proposals received will be considered public records for purposes of the Missouri Sunshine Law. Trade secrets or confidential information within a proposal that are protected by law shall remain protected and will not be disclosed for public inspection, in accordance with applicable laws and regulations, but only to the extent such trade secrets or confidential information are (i) clearly identified and specified as such in the proposal and (ii) legally subject to closure pursuant to the Missouri Sunshine Law as determined in the sole discretion of BCRSD.

2.6 **RFP Offeror's List:** If the offeror has obtained this proposal document from a source other than the BCRSD, prior to submitting the proposal the offeror is advised to check with the BCRSD to ensure that the RFP solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. Please reply to the contact listed in section 2.7 below by **December 3<sup>rd</sup>, 2025** to indicate your intent to submit a proposal on the RFP.

2.7 **Guideline for Written Questions:** All questions regarding this Request for Proposal must be submitted in writing no later than **5:00 p.m., Wednesday, December 3<sup>rd</sup>, 2025**. All questions must be e-mailed to the attention of Jesse Stephens at the email address indicated below. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet. Submit questions to:

Jesse Stephens  
E-mail: [jstephens@bcrsd.com](mailto:jstephens@bcrsd.com)

**Answers may not be provided to questions received after 5:00 p.m. on Wednesday, December 3<sup>rd</sup>, 2025.**

2.8 **RFP Addenda:** In the event that it becomes necessary to revise any part of this RFP, a written addenda will be issued. Any addendum to this RFP is valid only if ***in writing*** and issued by the BCRSD. Verbal conversations or agreements with any officer, agent, or employee of the BCRSD will not modify any terms or obligations of this RFP.

2.9 **Notice of Intent to Respond:** Please indicate your intention to respond to this RFP by email to the contact listed in section 2.7 above by **December 3<sup>rd</sup>, 2025**. In addition, please provide the contact details of the individual responsible for coordinating your RFP response.

### **3) PROPOSAL SUBMISSION INFORMATION**

#### **3.1. SUBMISSION OF PROPOSALS:**

3.1.1 When submitting a proposal, the offeror should include the **original**.

a. The offeror must submit the proposal to:

**BCRSD  
1314 North Seventh Street  
Columbia, MO 65201**

b. The proposals must be delivered no later than **2:00 P.M. CST on Thursday, December 11<sup>th</sup>, 2025**. Proposals will not be accepted after this date and time.

3.1.2 **Terms and Conditions:** The offeror agrees that by submitting an offer, BCRSD's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the BCRSD must govern.

3.1.3 **Note:** the terms "offeror" and "vendor" are used interchangeably herein and each mean the firm, entity or individual submitting a proposal in response to this RFP.

#### **3.2 ORGANIZATION OF PROPOSAL:**

3.2.1 The offeror is cautioned that it is the offeror's sole responsibility to submit all information related to each of the evaluation categories, and BCRSD 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, or such deviation may be reflected by the deduction of points awarded in the relevant evaluation category.

3.2.2 The offeror should also include the following information in their proposal:

- a. Cover Letter
- b. Brief Overview of the firm
- c. Detailed description of how you deliver your services.
- d. Completed forms of Appendix A, Appendix B, Appendix C, Appendix D,
- e. Cost structure, including lump sum fees, escalation costs from year to year, as well as time and material costs for extra services.

- f. A version of any master services agreement or other contract typically used by your firm. (Note that all terms and conditions are subject to review and approval of BCRSD and may be negotiated with the selected service provider)

### **3.3 OFFEROR'S CONTACTS WITH BCRSD:**

3.3.1 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, evaluation of the RFP, or any other matters related to the RFP to **Jesse Stephens, Executive Director**. Offerors and their agents may not contact any other BCRSD employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements, and may cause the offer to be disqualified from this RFP. Offerors and their agents who have questions regarding this RFP should contact Jesse Stephens as indicated in section 2.7 of this RFP.

**3.4 VALIDITY OF PROPOSAL RESPONSE:** Offerors must agree that proposals must remain firm for a period of ninety (90) calendar days after the date specified for the submission of proposals.

### **3.5 EVALUATION OF PROPOSALS**

3.5.1 **Evaluation and Award Process:** Only responsive proposals from responsible offerors will be subject to full scoring and evaluation as provided herein. Responsive proposals from responsive offerors are those proposals that satisfy all mandatory requirements stated in the Request for Proposal. The evaluator(s) will use both objective analysis and subjective judgment in conducting a comparative assessment of the responsive proposals received from responsible offerors. The evaluation will include an assessment of cost and the offeror's experience, expertise and reliability as further provided herein.

3.5.2 **In order to conduct an evaluation of proposals,** the vendor is advised to complete the Offeror Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The BCRSD is not obligated to obtain additional information necessary for evaluation from the vendor. When evaluating responses, the BCRSD reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.

3.5.3 **Competitive Negotiation of Proposals:** The offeror is advised that under the provisions of this Request for Proposal, the BCRSD 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:

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The BCRSD reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase.
- c. 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.
- d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the BCRSD determines that a change in such requirements is in the best interest of BCRSD.

3.5.4 **Evaluation of the Offeror's Experience, Expertise and Reliability:** Award of the contract contemplated by this RFP will be made to the offeror whose proposal is determined by BCRSD to be most advantageous to BCRSD. Experience, expertise, 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 and outlines the expertise of key personnel who will be assigned tasks to perform for BCRSD.

- a. **Service Provider Scoring and Selection:** The offeror shall be evaluated according to the following scoring criteria.
  - i. **Price:** This will comprise 40% of the composite score. The lowest responsive bid cost will be awarded a full 40% based on first three contract years. If services are performed on a time and material basis, the offeror shall identify all billing rates. Price will be evaluated based on the first three contract years. Higher bids will be awarded a percentage based on taking the lowest responsive bid cost (L) divided by the cost of the proposal being evaluated (B) multiplied by 40%. ( $L/B \times 40\%$  = awarded percentage.)

- ii. **Service Provider Experience:** This will comprise 20% of the composite score.
- iii. **Service Provider Reliability and References:** This will comprise 20% of the composite score.
- iv. **Service Provider Expertise:** This will comprise 20% of the composite score.

**3.5.5 Rejection / Withdrawal of Proposals Response:**

- a. **Rejection of Proposals:** The right is reserved by the BCRSD at its discretion to reject any or all proposals or parts thereof. The BCRSD reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of and most advantageous to the BCRSD.
- b. **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.
- c. **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.**

## Appendix A – Offeror Response and Signature Page

*(The offeror should complete and return this with the proposal)*

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 firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's company in a contract with the BCRSD.

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

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

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

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

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

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

Contact Name and E-Mail Address:

\_\_\_\_\_

**NOTE:** The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the BCRSD will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal, if selected for award by the BCRSD, will be included as part of the final contract with the BCRSD.

## Appendix B – Vendor Experience, Expertise & Reliability Questionnaire

*(The offeror should complete and return this with the proposal)*

The following information must be provided by the offeror to assist BCRSD in evaluating the offerors' experience, expertise and reliability. The BCRSD reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The BCRSD is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

### **B.1 Company History:**

The offeror should describe in the available space, or attach additional pages, with the company's background in the provision of information technology-related services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc.:

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### **B.2 Offeror's References:**

Provide at least three (3) references for whom the offeror has performed IT-related service in the past three (3) years:

#### **Reference 1**

Company/Entity Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

**Reference 2**

Company/Entity Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

**Reference 3**

Company/Entity Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

### B.3 Personnel Expertise Summary

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background and work experience of key personnel who will be assigned to perform mowing services.

1) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Background &  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Background &  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Background &  
Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### B.4 Signature and Identity of Offeror

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Offeror, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with binding intent to become the responsible and sole Contractor) the signing party is the agent of, and duly authorized in writing to sign for the Offeror or Offerors; and that the signatory is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

( ) sole individual                      ( ) partnership                      ( ) joint venture

( ) corporation, incorporated under laws of the state  
of \_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_

Name of individual, all partners, or joint ventures:

Address of each:

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

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

Doing business under the name of:

Address of principal place of business in  
Missouri:

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

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

(If a corporation - show its name above)

ATTEST:

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Title)

NOTE: If the Offeror is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Offeror is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS MO. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed as requested by the BCRSD.

## Appendix C – Statement of Qualifications

(The offeror should complete and return this with the proposal)

Name of Offeror: \_\_\_\_\_

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

When Organized: \_\_\_\_\_

When Incorporated: \_\_\_\_\_

Number of years in business: \_\_\_\_\_

If not under present firm name, list previous firm names and types of organizations.

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

Number of years engaged in business under present firm name: \_\_\_\_\_

If the offeror has done business under a different name, please give name and business location under that name: \_\_\_\_\_

Percent of work to be done by directly-employed staff: \_\_\_\_\_

Has the offeror ever failed to complete any work awarded to the offeror's company? Yes or No (Circle One)

If so, where and why? \_\_\_\_\_

Has the offeror ever defaulted on a contract or been in litigation for services performed? Yes or No (Circle One). If "Yes", give details:

(a) Number of contracts on which default was made: \_\_\_\_\_

(b) Description of defaulted contracts and reason therefore: \_\_\_\_\_

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

Dated at this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Name of Organization(s) \_\_\_\_\_

By (Name and Title of person signing) \_\_\_\_\_

(Signature) \_\_\_\_\_

## Appendix D – Work Authorization Information

(The offeror should complete and return this with the proposal)

### INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the BCRSD to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The BCRSD is required to obtain certification that the offeror awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<https://www.e-verify.gov/employers>

Please complete and return form Work Authorization Certification Pursuant to 285.530 RS MO if the contract amount is in excess of \$5,000. Attach to this form the E-Verify Memorandum of Understanding that the offeror completed when enrolling. Information on that form is available at

[www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf](http://www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf)

If the offeror is an Individual/Proprietorship, then the offeror must return the attached Certification of Individual Offeror. On that form, the offeror may do one of the three options listed. Be sure to attach any required information for those options as detailed on the Certification of Individual Offeror. If the offeror chooses option number two, then the offeror will also need to complete and return the attached form Affidavit.

(The offeror should complete and return with the proposal)

**WORK AUTHORIZATION CERTIFICATION**  
**PURSUANT TO 285.530 RS MO**  
**(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of \_\_\_\_\_ )  
 ) ss  
 State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_  
 \_\_\_\_\_(Offeror). This business is enrolled and participates in a federal work authorization  
 program for all employees working in connection with services provided to the BCRSD. This business  
 does not knowingly employ any person that is an unauthorized alien in connection with the services  
 being provided. Documentation of participation in a federal work authorization program is attached  
 hereto.

Furthermore, all subcontractors working on this contract must affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, must not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Date

---

Printed Name \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CERTIFICATION OF INDIVIDUAL OFFEROR**

Pursuant to Section 208.009 RS MO, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

**Options**

\_\_\_\_\_1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving public benefit.

\_\_\_\_\_2. I do not have the above documents but provide an affidavit (copy attached – see following page) which may allow for temporary 90-day qualification.

\_\_\_\_\_3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification must terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

|           |       |              |
|-----------|-------|--------------|
| _____     | _____ | _____        |
| Applicant | Date  | Printed Name |

**AFFIDAVIT**  
**(Only Required for Certification of Individual Offeror (Option #2))**  
*– see previous page -*

State of Missouri                    )  
                                                  ) ss  
County of \_\_\_\_\_ )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## Appendix E – BCRSD Audit Scope

The initial financial and compliance audit services term shall be for the fiscal year ending December 31, 2025 and is subject to automatic renewal for four (4) additional fiscal year audits (a maximum total of five (5) fiscal year audits). The offeror shall identify their escalation rate from year 1 to year 2; from year 2 to year 3; from year 3 to year 4; and from year 4 to year 5.

### SCOPE OF SERVICES:

- I. Audit
  - A. The financial audit shall include an audit of the financial statements of all funds and account groups which are incorporated in the Boone County Regional Sewer District's Annual Audit Report.
  - B. The following documents from the District's 2024 audit are included with this RFP for informational purposes:
    - a. December 31, 2024 Audit Report
    - b. Management Letter
  - C. The audit shall be performed in order to determine the following:
    - a. The financial statements present fairly the financial position of all fund types and account groups and the results of operations in conformity with generally accepted accounting principles, and local statutory requirements.
    - b. The audit is made in accordance with generally accepted auditing standards.
- II. Audit Firm Responsibilities:
  - A. 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*.
  - B. Prepare all schedules and disclosures required for the Single Audit Reports in accordance with the Federal Single Audit Circular A-133, if applicable.
  - C. Prepare a detailed management letter of District issues with recommendations for improvement in internal controls, accounting systems, and procedures. This letter shall be issued under separate cover and submitted to the Boone County Regional Sewer District Board of Trustees and the District Manager.
  - D. Prepare and complete the data collection form SF-SAC for remittance to the Single Audit Clearing House, if applicable.

- E. Assemble and print the Annual Audit Report including all required financial statements, schedules, and other disclosures.
- F. Utilize efficient and timely methods of gathering documents required to perform audit.
- G. Provide a comprehensive list of items required from BCRSD 90 days prior to audit date, with a focus on minimizing amount of paperwork and staff time.

III. BCRSD Responsibilities:

- A. Prepare final, audited basic Financial Statement Reports, Management's Discussion and Analysis Report, required supplementary information and other supplementary information reports.
- B. Make all necessary records available for examination by the independent accountants on the premises of the BCRSD at any time during normal working hours.
- C. Provide copies of accounting records, reports, and balances of financial statements, cash and investment information and other such schedules and analyses as required and identified in advance in the Prepared by Client (PBC) listing. We would like to discuss the ability to provide records electronically versus large amounts of paperwork being printed out.
- D. Prepare letters of confirmation as requested.
- E. Delivery of audit through streamlined processes which minimizes BCRSD personnel time.

**MEETINGS AND TIMING:**

The audit firm selected will be required to conduct a pre-audit conference with District staff to discuss the scope of the audit at an appropriate time mutually acceptable to all parties involved.

The independent auditors may commence with the examination after the pre-audit conference has been held. The BCRSD will make every effort to close the books no earlier than four weeks or later than six weeks after December 31 when the fiscal year ends. During the audit, the auditors may be required to further meet with District staff to discuss the audit or related matters.

A post-audit conference will be held with the appropriate District management. An additional meeting will be held with the District Board of Trustees to review and clarify the District's financial statements, the report of the independent auditors and major management recommendations for strengthening and improving internal account controls and procedures. The final audit report should be delivered no later than April 30, 2026.

## Appendix F – Questions

Please provide responses to the questions below to the best of your ability.

- A. Are there any potential conflicts of interest that may occur because of acceptance of this engagement with Boone County Regional Sewer District? If so, please explain.
- B. Is your firm currently involved in any litigation where your audit opinion in work are being challenged in court? If so, please explain.
- C. Has the federal government ever found an Audit that your office performed to be deficient according to federal guidelines? If yes, please explain.

## Appendix G – General Contract Requirements

### 1.1 Invoicing and Payments:

1.1.1 The service provider shall invoice and be paid in accordance with firm, fixed prices shown in the Offeror Response within the proposal. The service provider shall submit an itemized invoice to the BCRSD monthly.

1.1.2. Payment will be made monthly after an invoice has been received.

1.1.3. Any additional costs associated with this proposal must be approved through the appropriate Change Order mechanism accomplished by way of a written contract amendment. No additional fees or taxes shall be included as additional charges. The BCRSD agrees to pay invoices within thirty (30) calendar days of receipt of a valid invoice.

**1.3 Contract Period:** The initial contract period shall run from the **Date of Contract approval through December 31, 2028**. The contract will be extended for two years upon written notice provided by BCRSD to the service provider on or before December 31, 2028. Either party may terminate the contract by providing the other party with ninety (90) calendar days prior written notice.

**1.4 Pricing:** All contract pricing shall be considered firm and fixed price for the entirety of the identified contract period.

### 1.5 Cancellation:

1.5.1 The BCRSD reserves the right to cancel the contract without cause by giving not less than ninety (90) calendar days prior notice to the service provider in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the service provider to comply with any of the provisions of the contract may be considered a material breach of contract and may be cause for immediate termination of the contract at the discretion of the BCRSD. BCRSD may allow the service provider reasonable opportunity to cure material breach but is not required to do so.

1.5.2 Fiscal Non-Funding Clause: In the event sufficient budgeted funds are not available for a new fiscal period, the BCRSD must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the BCRSD.

**1.6 Equal Opportunity Employer:** The BCRSD is an equal opportunity affirmative action employer pursuant to federal and state law, and all respondents submitting proposals shall be considered to be employers in compliance with federal and state laws, unless otherwise stipulated.

**1.7 Work Authorization Certification:** If the total contract price is in excess of \$5,000, the contractor must complete the Work Authorization Certification form (See attached Work Authorization form). Before an award can be made, the serviced provider must supply proof of enrollment in the E-Verification program. (See attached Instructions for Compliance with House Bill 1549)

**1.8 Sales/Use Tax Exemption:**

1.8.1 The BCRSD will provide the service provider with a completed Missouri Project Exemption and Missouri Tax Exemption letter for BCRSD. It shall be the responsibility of the service provider to ensure that the BCRSD pays no sales/use taxes from which it is exempt. The service provider shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062, RSMO, not otherwise herein specified. The service provider agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the BCRSD harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

## Appendix H – BCRSD Standard Terms and Conditions

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in BCRSD's sole discretion, shall give BCRSD the right to terminate this Contract.
2. Responses shall include all foreseeable charges (unless otherwise specified) to BCRSD.
3. The BCRSD has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the BCRSD considers the most advantageous to the BCRSD. BCRSD reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the BCRSD. BCRSD reserves the right to reject any or all bids, may re-issue a request for proposals for the services described herein as determined to be in the best interest of the BCRSD in the sole discretion of BCRSD, to waive informalities or minor deficiencies contained in a bid, and to award a contract to other than the bidder submitting the lowest cost proposal.
4. The BCRSD reserves the right, when only one proposal has been received by the proposal closing date, to delay the opening of proposals to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) proposal received will be retained unopened until the new Closing date, or at request of the offeror, returned unopened for re-submittal at the new date and time of proposal closing.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the BCRSD from them.
6. The delivery date and project delivery schedule will be taken into consideration in awarding the proposal.
7. The BCRSD reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Offeror must notify the BCRSD.
8. In case of default by the Offeror, the BCRSD will procure the articles or services from other sources and hold the offeror responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify the offeror from future bidding.
10. Prices must be as stated in units of quantity for all anticipated costs that are not one-time project development and onboarding costs. One time project development and onboarding costs should be clearly identified.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The BCRSD of Boone County, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the BCRSD and is accepted by the BCRSD.
13. Should an audit of Offeror's invoices during the term of the Agreement, and any renewals thereof, indicate that the BCRSD has remitted payment on invoices that constitute an over-charging to the BCRSD above the pricing terms agreed to herein, the Offeror shall issue a refund check to the BCRSD for any over-charges within 30-days of being notified of the same.