

## **REQUEST FOR QUOTATION (RFQ)**

*From:* City of Bellefontaine Neighbors 9641 Bellefontaine Road St. Louis, MO 63137

*Tel:* 314-867-0076 *Fax:* 314-867-1790

*Date:* Thursday, February 22, 2024

*Subject:* RFQ for Auditing Services

*Attention:* City Clerk: Semmie Ruffin-Hall-Email: [sruffin-hall@cityofbn.com](mailto:sruffin-hall@cityofbn.com)

### **1. Introduction & Objective:**

The City of Bellefontaine Neighbors invites qualified CPA Audit firms to submit quotations to provide auditing services for the city. The aim is to obtain an independent and professional assessment of the city's financial statements, practices, and records, ensuring accuracy, compliance, and transparency.

### **2. Scope of Work:**

The successful firm shall:

- Conduct a comprehensive annual audit of the City's FY 2022, 2023 and 2024 financial statements.
- Examine and assess internal controls and provide recommendations.
- Prepare and present findings clearly and concisely to city officials.
- Offer guidance on financial best practices.
- Any other related services that may arise during the engagement.

### **3. Eligibility:**

Interested firms should:

- Be licensed to practice in the state of Missouri.
- Have a minimum of [5 years] of experience in municipal/government auditing.
- Provide references from at least three similar municipal or government clients.

### **4. Proposal Requirements:**

Please include the following in your quotation:

- Firm background and experience.
- Proposed team structure and qualifications.
- Detailed approach to the scope of work.
- Proposed timeline for completion.
- Pricing structure and any associated fees.

### **5. Submission Details:**

Please send your quotations to:

City Clerk: Semmie Ruffin-Hall- Email: [sruffin-hall@cityofbn.com](mailto:sruffin-hall@cityofbn.com) City of Bellefontaine Neighbors  
9641 Bellefontaine Road St. Louis, MO 63137

### **6. Important Dates:**

- Quotation Submission Deadline: [Friday, March 15, 2024]
- Bids will be opened: [Thursday, March 21, 2024] at noon and presented to the board for approval.
- Estimated Start Date: [Monday, April 1, 2024]
- Estimated Completion Date: [Friday, January 31, 2025]

### **7. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm.
- Proposed approach to the scope of work.
- Competitive pricing.
- References and past performance.

**8. Additional Notes:**

- The City of Bellefontaine Neighbors reserves the right to accept or reject any or all quotations and to waive any informalities or irregularities in the received quotations.
- Questions or clarifications regarding this RFQ can be directed to Mayor Dinah Tatman at the above contact information.

We thank all firms for their interest and look forward to a successful partnership with the chosen firm.

Sincerely,

Mayor Reverend Dinah Tatman