



## REQUEST FOR PROPOSAL

Proposals are now being solicited from certified public accounting firms with prior governmental auditing experience for the next three annual audits (beginning with the fiscal year ending June 30, 2021) for the South Grand Community Improvement District (SGCID), a political subdivision of the State of Missouri and the South Grand Cultural Alliance (SGCA), nonprofit arm.

Please note, the SGCID annual budget does not exceed \$350,000; funds are used for administration, maintenance, capital improvements, public safety and economic development. SGCA annual budget is under \$50,000. The SGCA is used to apply for grants, sponsorships and donors for South Grands' events, marketing and branding and public art.

Proposals should be submitted in writing. All responses should describe in adequate detail:

- 1.) the process and work plan to be employed by the firm in the conduct of the audits
- 2.) the qualifications of the personnel to be assigned for the conduct, management, and review of the audit
- 3.) an annual fixed fee (for each of the three years) for the services to be rendered to each of the entities
- 4.) relevant references from similar work. In addition, firms should include in the bid a copy of their most recent peer review letter.

Sealed proposals must be delivered during normal business hours via US mail, hand delivery or courier service and are due in the office of the South Grand Community Improvement District at 3115 South Grand Blvd. Suite 350-B Saint Louis MO 63118 **prior to 4:30 p.m. on Monday March 15, 2021.**

The SGCID seeks to obtain and purchase all services at the lowest possible total end-use cost, considering the primary factors of price, compliance with specifications, service, quality and timely delivery. The examination of the financial condition of the vendor, its ability to perform, its principals or owners and facilities may also be part of the criteria used to select an acceptable vendor.

The successful proposer must begin field work on the fiscal year ending June 30, 2021 by October 1 and complete by November 30 with delivery of the audited financial statements. One or more of the proposers may be interviewed by a group of representatives from the entities before a contract is offered.

The SGCID reserves the right to accept or reject any and all proposals deemed to be in the best interest of the entities separately and/or collectively. Additionally, the entities reserve the right to delay making an award in order to permit additional or needed study and analysis of all proposals received.

The SGCID is an equal opportunity employer and do not discriminate based upon race, sex, age, religion, national origin, disability or ethnicity.

Any questions regarding this request for proposal should be directed to Rachel Witt at (314) 772-5750 or via email at [Rachel@southgrand.org](mailto:Rachel@southgrand.org).