



URBAN DRAINAGE AND FLOOD CONTROL DISTRICT

Ken MacKenzie, Executive Director
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August 2, 2017

Ladies and Gentlemen:

The Board of Directors of Urban Drainage and Flood Control District invites a proposal from your firm to audit the District's Financial Records for the calendar year of 2017.

The funds to be audited are:

- General Fund
- Special Revenue Fund - South Platte River
- Special Revenue Fund - Construction
- Special Revenue Fund - Maintenance
- Emergency Contingency Fund
- FEMA Projects - Federal Grant
- Pooled Cash
- General Fixed Assets
- 8 Construction Trust Funds with about 140 Projects

The 2017 Budget (Expenditures) is as follows:

General Fund	\$ 4,257,543
Special Revenue Fund - South Platte	2,772,444
Special Revenue Fund - Construction	13,538,384
Special Revenue Fund - Maintenance	<u>11,799,775</u>
	\$32,368,146

The District's financial records are kept using Tyler Technologies software. The information included within this software includes: Accounts Receivable, Accounts Payable, General Ledger, Personnel, Bank Reconciliation, Pooled Cash and Project Accounting.

The Accounting Department will provide December 31, 2017 Trial Balances to the auditor by February 15, 2018. The District requests that the audit be completed by March 15th so that the auditor can make a formal presentation to the Board of Directors at its March meeting on the third Thursday in March. The auditor shall conduct the examination in accordance with generally accepted auditing standards. The auditor will need to provide the final report in electronic format as well as two bound copies.

The Urban Drainage and Flood Control District is an Equal Opportunity Employer. No employee or candidate for employment shall be discriminated against or barred in recruitment, appointment, pay rate, promotion, disciplinary action or any other personnel action because of race, color, religion, sex, age, disability, or national origin.

The auditing firm will agree not to refuse to hire, discharge, promote and demote or to discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, color, sex, national origin, ancestry, or physical handicap.

The Government Finance Officers Association awards a Certificate of Achievement to those governments whose annual financial reports are judged to conform substantially with high standards of public financial reporting, including generally accepted accounting principles promulgated by the National Council on Governmental Accounting. Please comment on your ability to assist the District in retaining the GFOA Certificate of Achievement for excellence in Financial Reporting. A fee for the audit, a separate breakdown of the cost for assistance with the CAFR, and a separate breakdown for the Single Audit of Federal Grants fee should appear in your proposal.

The audit firm shall state its willingness to enter into a contract for one year, renewable annually based upon satisfaction by both parties, for each of the next three years. Your proposal should give the District's Board of Directors a "not to exceed" cost figure and should include a fee schedule for each of the four years.

In the proposal, please include a list of Colorado cities, counties, special districts or other government agencies your firm is now auditing or has audited since 2010. Please furnish the name or names of individuals the District may contact for references. Also, please supply the name of the partner or officer who will be in charge of the audit and the individuals who will be conducting the audit, including their backgrounds. These individuals should have experience in auditing special district records. Additionally, we will require that the audit team be led by the same partner and lead member each year but also that onsite audit team consist of one or more new members each year (with respect to the preceding year's onsite team only). Please indicate your willingness to comply with this requirement in your proposal.

The Board of Director's Audit and Finance Committee will review the proposals, and the review process may require further information or personal interviews. The recommendations of the Audit Committee will be submitted to the Board of Directors for their approval at their meeting on September 21, 2017.

Your proposal and a proposed contract or agreement must arrive at the offices of the Urban Drainage and Flood Control District, 2480 West 26th Avenue, Suite 156B, Denver, Colorado 80211 no later than 5:00 p.m. on August 24, 2017. Please submit 4 copies of the proposal as well as an electronic version in PDF format. If the electronic version is received by the deadline, the proposal will be considered submitted timely. Please submit the electronic version of the proposal to rfpresponse@udfcd.org. If you have any questions regarding this audit or need additional information, please contact Terri Schafer at 303-455-6277 or email to tschafer@udfcd.org.

A copy of the District's 2016 Financial Statements and Auditors' Report is available here:

<http://udfcd.org/us/comprehensive-annual-financial-report/>

We look forward to receiving a proposal from you.

Sincerely,

Ken A. MacKenzie, P.E.
Executive Director