

1. If you are still planning to have the pre-proposal conference on Thursday March 26th, we would be interested in attending the conference remotely.
 - Yes
2. Are individual Iowa licenses required, if the firm is licensed?
 - Firm is required, staff preferred
3. If so, would you accept a proposal if individual licenses have been applied for?
 - Yes
4. What were fees in the prior year? Audit fees for FY 2019 were \$11,000
5. What is prompting the RFP?
 - It had been a number of years since the MPO sought new proposals for auditing services. The MPO Policy Committee directed staff to seek proposals.
6. Would subcontractors from outside the State of Iowa be acceptable?
 - Yes
7. Will accounting information for all of FY2020 be available on Quick Books, or did the transition happen mid-fiscal year?
 - FY 2020 is all in Quick Books
8. Page 10, Item #2 indicates proposals are due April 24, though from the timeline table and other portions of the document, we presume the due date is April 6.
 - Sorry for the confusion, proposals are due April 6
9. Who takes primary responsibility for preparing the initial draft of the report? How are subsequent changes to the report processed?
 - Auditor
10. Is a presentation of the audit findings to a formal board/committee required? Who is the intended audience and what is the format?
 - Yes, the audience is the Budget Committee as well as the MPO Policy Committee (Board)
11. Can you please send me (PDF) copies of last year's Financial Statements and Management Letter?
12. Can you please send me copies of any journal entries that the auditors provided during the audit?
13. Has the Organization in previous years been required to have a single audit completed (receiving more than \$750k in federal funding)?
 - Yes
14. In relation to #4; does the Organization expect any significant changes in grant funding that would change the previous answer?
 - No
15. Have you encountered any difficulties with your audits in prior years? If so, please describe.
 - No
16. Any major turnover expected in key accounting positions in the Organization during the next few years?
 - No
17. Were there any instances of known or suspected fraud with the Organization?
 - No
18. What is the overall condition of the accounting records when audit fieldwork begins? Are all accounts reconciled when the audit commences, or are there certain funds or accounts that are reconciled at a later time? If so, which accounts and when is the information provided?
 - All accounts should be reconciled at the time of the audit

Des Moines Area Metropolitan Planning Organization
Audit RFP Questions

19. How long has audit fieldwork typically lasted (both prelim and final fieldworks)? How many auditors were on site?
 - 4-7 days/ one auditor on site
20. Please provide the last 3 audit cycle fees (broken down by how they were billed by your current auditors).
 - Lumps sum fee
 - 2017-\$8,500
 - 2018-\$ 8,500
 - 2019-\$11,000
21. Has the prior auditor charged the Organization fees outside the scope of the audit in the past several years? If so, what is the nature of this and the amount of fees?
 - No
22. Does the Organization have internal control documentation of key accounting cycles (disbursements, payroll, taxes, etc.)?
 - Yes
23. Are there any other changes in the Organization operations or organization that will have a significant impact on the audit?
 - Not aware of any