

REQUEST FOR PROPOSAL

PROFESSIONAL AUDIT SERVICES

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

The Des Moines Area Metropolitan Planning Organization (MPO) is seeking proposals from qualified firms of certified public accountants to audit the Des Moines Area MPO 's financial statements **for the fiscal year ending June 30, 2020**. A five-year engagement is desired, subject to review and recommendation of the Des Moines Area MPO Policy Committee after the initial year, with an option to extend the contract for an additional two years beyond the original five-year term.

The Request for Proposal (RFP) may be obtained by e-mailing Todd Ashby, CEO/Executive Director, at tashby@dmampo.org. Copies of the RFP are also on file in the Des Moines Area MPO office and may be obtained by visiting the office at 420 Watson Powell Jr. Parkway, Suite 200, Des Moines, Iowa, 50309 or at its website at <https://dmampo.org/rfq-rfp/>. The right is reserved by the Des Moines Area MPO to reject any or all proposals without prejudice.

On **Thursday, March 26, 2020 at 10:30 a.m.** a pre-proposal conference will be held in the Burnham Room at 420 Watson Powell Jr. Parkway, Suite 200, Des Moines, Iowa, 50309. Firms having an interest in providing the audit services described in the RFP must be represented either in person or via teleconference to continue in the evaluation process. Interested firms unable to send a representative must e-mail a request to attend the conference remotely **by 5:00 p.m. on Wednesday, March 26, 2020**, to Tracey Deckard at the address listed above.

Please note that written inquiries regarding this proposal need to be made by noon on **Friday, March 20, 2020**. Inquiries made prior to the pre-proposal conference will be addressed at the conference if possible.

To be considered for this engagement your firm must meet the qualifications and satisfy the requirements set forth in the RFP. Completed proposals clearly marked **“Proposal for Audit Services” must be received** by the Des Moines Area MPO at 420 Watson Powell Jr. Parkway, Suite 200, Des Moines, Iowa, 50309 **on or before 2:30 p.m. local time, April 6, 2020**.

Des Moines Area MPO

**Request for Proposal
Professional Audit Services**

Des Moines Area MPO
420 Watson Powell Parkway
Suite 200
Des Moines, IA 50309

March 27, 2020

DES MOINES AREA MPO
REQUEST FOR PROPOSAL
TABLE OF CONTENTS

- I. INTRODUCTION
 - A. General Information
 - B. Term of Engagement
 - C. Subcontracting

- II. NATURE OF SERVICES REQUIRED
 - A. General
 - B. Scope of Work to be Performed
 - C. Auditing Standards to be Followed
 - D. Reports to be Issued
 - E. Special Considerations
 - F. Working Paper Retention and Access to Working Papers

- III. DESCRIPTION OF GOVERNMENT
 - A. Contact Person
 - B. Background Information
 - C. Fund Structure
 - D. Budgetary Basis of Accounting
 - E. Pension Plans
 - F. Capital Assets
 - G. Federal Financial Assistance
 - H. Joint Venture
 - I. Computer System
 - J. Predecessor Auditor

- IV. TIME REQUIREMENTS
 - A. Tentative Schedule for Selection Process
 - B. Tentative Schedule for Audit

- V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR
 - A. Finance Department Staff
 - B. Work Area

- VI. PROPOSAL REQUIREMENTS
 - A. General Requirements
 - B. Pre-proposal Conference (Mandatory)
 - C. Technical Proposal
 - D. Cost Bid

- VII. EVALUATION PROCEDURES
 - A. Review of Proposals
 - B. Evaluation Criteria
 - C. Final Selection
 - D. Right to Reject Proposals

- VIII. INSURANCE – SELECTED AUDIT FIRM
 - A. Certificate of Insurance
 - B. Hold Harmless

- IX. AGREEMENT

I. INTRODUCTION

A. General Information

The Des Moines Area MPO will receive proposals from qualified firms of certified public accountants to audit its financial statements for fiscal years ending June 30.

There is no expressed or implied obligation for the Des Moines Area MPO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, seven (7) copies of a proposal, clearly marked on the cover page, "Proposal for Audit Services," must be received by 2:30 p.m., April 6, 2020 at:

420 Watson Powell Jr. Parkway
Suite 200
Des Moines, Iowa 50309

All times noted within this document reflect Central Daylight Time.

B. Term of Engagement

The Des Moines Area MPO is soliciting external auditing services for the fiscal years ending June 30, 2020, 2021, 2022, subject to a review and approval of the Des Moines Area MPO's Policy Committee after the conclusion of the initial audit. There will also be an option to extend the agreement to include fiscal years 2023 and 2024. Terms may be modified as mutually agreed by the audit firm and the Des Moines Area MPO for purpose of this extension.

C. Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact and the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the audit agreement, no additional subcontracting will be allowed without the express written consent of the Des Moines Area MPO. The successful firm will be required to assume responsibility for all services offered in their proposal, whether or not such services are provided by a subcontractor.

II. NATURE OF SERVICES REQUIRED

A. General

The Des Moines Area MPO is soliciting the services of qualified firms of certified public accountants to audit its basic financial statements for the fiscal year ending June 30, 2020, and, upon review and confirmation of Des Moines Area MPO Policy Committee, the following four years; with an option to extend the contract for an additional two years. These audits are to be performed in accordance with the provisions contained in this request for proposal. The Des Moines Area MPO's fiscal year begins on July 1 and ends on June 30.

B. Scope of Work to be Performed

The Des Moines Area MPO desires the auditor to express an opinion on the fair presentation of basic financial statements in conformity with accounting principles generally accepted in the United States of America (generally accepted accounting principles) based upon the audit of the basic financial statements of the Des Moines Area MPO. The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board (GASB).

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with the following standards:

1. Provisions of GASB and the Financial Accounting Standards Board (FASB), as applicable to local governments,
2. Generally accepted accounting standards, as promulgated by the American Institute of Certified Public Accountants (AICPA),
3. Generally accepted government auditing standards, as promulgated by the U.S. Government Accountability Office,
4. Provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*,
5. Provisions of the Single Audit Act of 1984,
6. AICPA Guides applicable to state and local governments, and
7. Provisions of the Code of Iowa.

D. Reports to be Issued

For the most part, the auditor's reporting responsibilities are inherent in the auditing standards. The following reports to be issued are representative of the auditing standards. This list, however, is not exhaustive and additional reports may be required.

1. Independent auditor's report.
2. Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.
3. Independent auditor's report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133.
4. Summary schedule of prior audit findings.

5. Schedule of findings, which includes the following:
 - a. Summary of independent auditor's results.
 - b. Findings relating to the financial statements reported in accordance with government auditing standards.
 - c. Findings and questioned costs for federal awards.
 - d. Other findings related to required statutory reporting.
 - e. Corrective action plan.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years after completion of any work provided herein, unless the firm is notified in writing by the Des Moines Area MPO of the need to extend the retention period. Des Moines Area MPO management and their representatives shall be entitled at any time during the contract period to inspect and reproduce such documents as deemed necessary. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. Des Moines Area MPO.
2. U.S. General Accounting Office.
3. Parties designated by the federal or state government or by the Des Moines Area MPO as part of an audit quality review process.
4. Auditors of entities of which the Des Moines Area MPO is a recipient or sub-recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF GOVERNMENT

A. Contact Person

The auditor's principal contact with the Des Moines Area MPO will be Tracey Deckard, Office Manager, (tdeckard@dmampo.org), who will coordinate the assistance to be provided by the Des Moines Area MPO to the auditor. A list of other personnel that may be involved in the audit is provided in Appendix A.

B. Background Information

The Des Moines Area MPO serves a rapidly growing area which currently includes a census estimated population of 560,351 and has approximately 9 full-time equivalent employees.

More detailed information on the Des Moines Area MPO is available on the Des Moines Area MPO website at www.dmampo.org

C. Fund Structure

The Des Moines Area MPO currently uses the following fund types in its financial reporting:

Fund Type
Federal Funds
State Funds
Member Assessment
Projects Funds

D. Budgetary Basis of Accounting

The US Code that an annual budget and work program be prepared for the Des Moines Area MPO.

The Des Moines Area MPO prepares its annual budget on a cash basis.

The Des Moines Area MPO legally adopted budget for the 2020 fiscal year can be found at https://dmampo.org/wp-content/uploads/2019/04/FY-2020-UPWP_FINAL-TTC.pdf.

E. Pension Plans

The Des Moines Area MPO participates in the following pension plans:

1. Iowa Public Employee Retirement System (IPERS), a defined-benefit, multiple-employer, public employee retirement system
2. Des Moines Area MPO also provides a match to employees deferred compensation plan

F. Capital Assets

The Des Moines Area MPO does not have a large volume of capital assets. The organization does not own any infrastructure of its own.

G. Federal Financial Assistance

The Des Moines Area MPO's most recent Schedule of Expenditures of Federal Awards is documented in its current [Unified Planning Work Program & Budget](#).

H. Computer System

The Des Moines Area MPO has used Quick Books accounting software since 2019. Periodic application software updates and support are provided through a maintenance agreement with the vendor.

I. Predecessor Auditor

Professional audit services were provided by Shull & Co., for the past 10+ years ended June 30, 2019.

IV. TIME REQUIREMENTS

A. Tentative Schedule for Selection Process

Pre-proposal conference (mandatory)	March 23, 2020, 10:30 a.m.
Written questions due	March 20, 2020, noon
Response to written questions e-mailed to firms	March 27, 2020, noon
Proposals due	April 6, 2020, 2:30 p.m.
Evaluate proposals	April 6-10, 2020
Interviews with selected proposers (if necessary)	April 15, 2020
Successful proposal approved by MPO Board	April 16, 2020
Notification of intent to award	April 17, 2020

B. Tentative Schedule for Audit

Planning meeting	May 22, 2020
Preliminary fieldwork	July 6-10, 2020
Final PBC list due from auditors	July 19, 2020
Trial balance available	September 4, 2020
Draft financial statements available	November 6, 2020
Audit opinions due to the MPO	December 4, 2020

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

A. Available Staff

Des Moines Area MPO staff will be available during the audit to provide information and documentation as needed. Tasks and time-lines will be negotiated annually.

B. Work Area

The Des Moines Area MPO will provide the auditors with an on-site conference room. Wi-Fi internet access and use of a copier, scanner, and fax machine will also be provided.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

Only proposals received at the location described and in the time-frame given will be considered.

During the evaluation process, the Des Moines Area MPO reserves the right, where it may serve the Des Moines Area MPO's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The Des Moines Area MPO reserves the right to reject any or all proposals submitted. At the discretion of the Des Moines Area MPO, firms submitting proposals may be requested to make oral presentations as part of the final evaluation process.

Generally, all information included in the firm's proposal will be considered public information. If a firm decides to include information it considers proprietary, it should be clearly marked as such within the proposal. In such cases, if the Des Moines Area MPO agrees to its proprietary nature, it

will not divulge this information to outside parties or the general public. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically agreed to in writing by both the Des Moines Area MPO and the firm selected.

1. Inquiries

If interested firms have questions after reviewing the information presented in this request for proposal, written inquiries should be submitted by e-mail to Tracey Deckard at tdeckard@dmampo.org with a subject line of "RFP Audit Services." Questions submitted by noon on Wednesday, March 25, 2020, will be answered at the Pre- Proposal Conference if possible. All questions and requests for clarification need to be received by noon on Friday, March 27, 2020. Inquiries received will be summarized, with written responses provided by the Des Moines Area MPO via e-mail to all interested firms by noon on Monday, March 30, 2020.

2. Submission of Proposals

The following material is required to be received by 2:30 p.m. on April 24, 2020, for a proposing firm to be considered:

- (a) Seven (7) copies of a technical proposal which shall include the following:
 - i) Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal,
 - ii) Table of contents,
 - iii) Signed transmittal letter briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the specified time frame, a statement of why the firm believes it is best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for sixty (60) days (at least one copy of the transmittal letter must bear an original signature),
 - iv) Detailed technical proposal following the order set forth in Section VI(B) of this request for proposal, and
 - v) Executed copy of "Proposer Warranties," located in Appendix B of this request.
- (b) Proposers should send or deliver the completed proposal to following address:
 - Des Moines Area MPO
 - Attn: Todd Ashby
 - 420 Watson Powell Jr. Parkway
 - Suite 200
 - Des Moines, IA 50309

Clearly mark on the front of the envelope "Proposal for Audit Services."

B. Pre-Proposal Conference (Mandatory)

There will be one (1) mandatory pre-proposal conference held at 10:30 a.m. on Thursday, March 26, 2020, in the Burnham Room at 420 Watson Powell Jr. Parkway, Suite 200, Des Moines, Iowa, 50309. **Firms expressing an interest in providing the services described in this RFP must be represented at this conference to continue in the evaluation process.** Interested firms unable to send a representative must e-mail a request to attend the conference remotely by 5:00 p.m. on Wednesday, March 25, 2020, to Tracey Deckard at tdeckard@dmampo.org

The purpose of the pre-proposal conference will be for the Des Moines Area MPO to further explain the proposal process and provide a general overview of the Des Moines Area MPO, as well as to allow interested firms an opportunity to ask questions about the RFP after having an opportunity to review its specifications. Every effort will be made to address all written inquiries received by noon on Wednesday, March 21 at the conference itself.

C. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the Des Moines Area MPO in conformity with the requirements of this request for proposal. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the requirements of this request for proposal.

The technical proposal should address all the points outlined in the request for proposal (excluding any cost information which should be included in the cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following items must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the Des Moines Area MPO as defined by generally accepted auditing standards.

The firm should list and describe any relationships involving the Des Moines Area MPO for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. License to Practice in Iowa

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Iowa.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time and part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified, and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review (i.e., peer review), with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory, and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff who would be assigned to the engagement. Please provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Please provide information regarding the number, qualifications, experience, and training of specific staff members to be assigned to this engagement.

The Des Moines Area MPO retains the right to approve or reject replacements of the engagement partner, managers, or other supervisory staff. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for performing auditing services at the Des Moines Area MPO, list three to five significant engagements performed in the last five (5) years that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, engagement partners and managers, total staff hours, and a point of contact at the client.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. This should include:

- (a) Proposed segmentation of the engagement,
 - (b) Level of staff and expected number of hours to be assigned to each proposed segment of the engagement,
 - (c) Extent of use of EDP software in the engagement,
 - (d) Type and extent of analytical procedures to be used in the engagement,
 - (e) Approach to be taken to gain and document an understanding of the Des Moines Area MPO's internal control structure,
 - (f) Approach to be taken in determining laws and regulations that will be subject to audit test work,
 - (g) Approach to be taken in drawing audit samples for purposes of tests of compliance, and
 - (h) Approach to be taken in meeting deadlines and remaining timely.
8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the Des Moines Area MPO.

D. Cost Bid

The following information should be provided in the format of Appendix C.

1. Total All-Inclusive Maximum Price

The cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including out-of-pocket expenses. Also included should be costs associated with entrance, progress, exit, and other meetings.

The cost bid should include the following information:

- (a) Name of firm,
- (b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign an agreement with the Des Moines Area MPO, and

(c) A total all-inclusive maximum price for each fiscal year, as follows:

Fiscal year ended June 30, 2020
Fiscal year ended June 30, 2021
Fiscal year ended June 30, 2022

2. Number of estimated hours for each level of staff that will work on the engagement and their current hourly rates.
3. Rates for Additional Professional Services

If it should become necessary for the Des Moines Area MPO to request the auditor to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in a written agreement signed by both the Des Moines Area MPO and the audit firm. Any such additional work agreed to between the Des Moines Area MPO and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost bid.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost bid.

5. Tax-Exempt Entity

The Des Moines Area MPO is a tax-exempt entity, thus taxes are not to be included in fee calculations.

VII. Evaluation Procedures

A. Review of Proposals

The Des Moines Area MPO will use a point formula during the review process to score proposals. Technical proposals will be scored based on the criteria described in Sections VI(B) and VII(B). A composite technical score will be determined for each firm based on the individual scores of the evaluators.

Firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the cost bid will be opened and additional points will be added to the technical score based on the prices bid.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process:

1. Mandatory Elements

- (a) The audit firm is independent and licensed to practice in the state of Iowa.
- (b) The audit firm's professional personnel have received adequate continuing education within the preceding two years.
- (c) The firm has no conflict of interest with regard to any other work performed by the firm for the Des Moines Area MPO.
- (d) The firm submits a copy of its last external quality control review (i.e., peer review) report and the firm has a record of quality audit work.
- (e) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Quality

- (a) Expertise and Experience
 - i) The firm's past experience and performance on comparable government engagements.
 - ii) The firm's experience and knowledge with regard to recent accounting pronouncements.
 - iii) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- (b) Audit Approach
 - i) Adequacy of proposed plan for various segments of the engagement.
 - ii) Adequacy of sampling techniques and analytical procedures.
 - iii) Adequacy of internal control structure understanding.

3. Price

Cost will not be the sole factor in the selection of an audit firm. The Des Moines Area MPO retains the right to negotiate the price after an audit firm has been chosen. For purposes of scoring, the lowest cost proposal will be awarded the maximum 20 points, with each successively higher cost proposal assigned a proportionately lower point value.

4. Local Presence

A small portion of the scoring will give preference to firms with an established local presence (Des Moines metropolitan area).

5. Weighting of Scoring Criteria

The following table summarizes how the proposals will be scored:

Evaluation Criteria	Weight (in points)
Experience with comparable government engagements	25
Experience & knowledge of recent standards	15
Credentials of all levels of staff assigned to the engagement	20
Audit approach	10
Price	20
Local presence	5
Quality of proposal	5
Total	100

C. Final Selection

The Des Moines Area MPO Policy Committee will select a firm based upon the recommendation of the CEO / Executive Director, and Des Moines Area MPO Executive Committee and Finance Committee.

The Des Moines Area MPO expects to notify the successful proposer on April 17, 2020, or shortly thereafter.

D. Right to Reject Proposals

Submission of a proposal indicates the acceptance by the audit firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in writing by the Des Moines Area MPO and the firm selected. The Des Moines Area MPO reserves the right without prejudice to reject any or all proposals.

VIII. INSURANCE - SELECTED AUDIT FIRM

A. Certificate of Insurance

1. The selected firm shall submit to the Des Moines Area MPO a Certificate of Insurance, and continuously maintain throughout the contract period, the following types and amounts of insurance coverage:
 - (a) Workers' compensation insurance consisting of statutory compensation benefits and \$100,000 of employer's liability.
 - (b) Comprehensive general liability insurance with separate limits of not less than \$500,000 per person for bodily injury, \$500,000 per accident for property damage and not less than \$1,000,000 per occurrence.

- (c) Comprehensive owned and non-owned automobile liability insurance with the same minimum limits of coverage as that required for the comprehensive general liability insurance.
 - (d) Professional liability insurance coverage with an annual aggregate limit of not less than \$1,000,000.
2. The firm's Certificate of Insurance shall state that the insurance carrier shall notify the Des Moines Area MPO in writing at least thirty (30) days prior to any change or cancellation of said policy or policies.

B. Hold Harmless

- 1. The firm shall indemnify, defend, and hold harmless the Des Moines Area MPO and its officers, employees, and agents from any and all liability, loss, cost, damage, or expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the firm's operations under this contract, whether such operations be by himself or herself or by any subcontractor or by anyone directly or indirectly employed by either of them.
- 2. It is further specifically stipulated that the firm's insurance coverage shall include an endorsement that, with regard to the firm's insurance coverage, the carrier shall never assert any claim against the Des Moines Area MPO, its officers, or employees, arising in any way from this agreement.
- 3. The firm is not, and shall not be deemed to be, an agent or employee of the Des Moines Area MPO.

IX. AGREEMENT

The audit services agreement between the Des Moines Area MPO and the proposer shall be a combination of the specifications, terms and conditions of this request for proposal, the offer contained in the proposal, and any written clarification or changes agreed to in writing by both parties.

Appendix A

DES MOINES AREA MPO KEY PERSONNEL

- Joe Gatto, Policy Committee Chair and Des Moines City Councilman
- Matt McCoy, Policy Committee Vice-Chair and Polk County Supervisor
- Sara Kurovski, Policy Committee Treasurer and City of Pleasant Hill Mayor
- Todd Ashby, CEO / Executive Director
- Dylan Mullenix, Assistant Director
- Zach Young, Planning Manager
- Tracey Deckard, Office Manager

Appendix B

DES MOINES AREA MPO PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to obtain the insurance coverage specified in Section VIII of this request for proposal.
- B. Proposer warrants that it will not delegate or subcontract its responsibilities under this agreement without the prior written permission of the Des Moines Area MPO.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- D. Proposer warrants that neither the firm nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal programs.

Signature of authorized firm representative _____

Name (print) _____

Title _____

Firm _____

Date _____

Appendix C

DES MOINES AREA MPO SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

The firm of: _____

Address: _____

hereby agrees to provide the requested services defined in the Des Moines Area MPO Request for Proposal for Audit Services for the all-inclusive maximum price shown below:

Fiscal Year Ended	All-Inclusive Maximum Price
June 30, 2020	
June 30, 2021	
June 30, 2022	
June 30, 2023	
June 30, 2024	

The schedule of professional fees and direct and indirect expenses that supports the all-inclusive maximum prices shown above is attached.

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ e-mail: _____

Name of person authorized to bind the firm: _____

Signature: _____ Date: _____