

# **Request for Proposals for Audit Services for the Louisville Arena Authority**



louisville arena authority

**Date: Wednesday, January 10**

**Proposals Due: Friday, January 26**

## **Louisville Arena Authority**

### **Request for Proposals to for Audit Services for the Period of January 1, 2017 – December 31, 2017**

#### **Background Information**

The Louisville Arena Authority (the “LAA” or the “Authority”) is a Kentucky non-stock, non-profit corporation created on January 12, 2006 for the purpose of creating, financing, developing and overseeing the construction, management and operation of a multi-use arena and related improvements (the “Arena”) located in the central business district of Metro Louisville. The LAA has been determined to be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

#### **RFP Process**

This RFP is to contract for a financial audit for the calendar year ending December 31, 2017. The proposal includes the option to renew for four additional years.

Only licensed Certified Public Accountants may respond to this RFP.

#### **RFPs are due by 12:00pm ET on Friday, January 26.**

- Proposals shall be limited to 10 pages and a minimum size 11 font. Cover letters, limited to two pages, and appendices are not counted toward the page limit.
- Please deliver four bound copies and one electronic copy shall be delivered to:  
Hilliard Lyons (Financial Advisor to the LAA)  
Attn: Kelly Mrsic  
500 West Jefferson Street, 8<sup>th</sup> Floor  
Louisville, KY 40202  
502.588.1763 | kmrsic@hilliard.com
- Questions regarding this RFP are to be directed to Kelly Mrsic (502.588.1763 | kmrsic@hilliard.com) or Chip Sutherland (502.588.8462 | csutherland@hilliard.com).
- All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the LAA.

It is expected that a decision selecting the successful audit firm will be made no later than Friday, February 2, 2018. It is expected that the contract shall be a one-year fixed price contract with options for four additional one-year periods.

The LAA’s audit for the period ending December 31, 2017 will need to be completed by **April 25, 2018**.

The LAA requests that your proposal address the following items:

**I. Firm Qualifications**

- a. Describe your firm, discussing its audit philosophy, including the use of technology and how it may differ from other firms.
- b. Describe your firm's non-profit practice and experience.
- c. Provide a list of other non-profit organizations your firm audits.

**II. Service Team**

- a. List the name, location and relevant experience of each core service team member.
- b. Identify key local engagement personnel who will be continuously available for consultation or discussion.
- c. Describe how your firm's senior executives will be involved in the engagement.

**III. Audit Approach**

- a. Describe your firm's audit approach, including review of internal controls.
- b. Describe how your firm will obtain a basic understanding of operations and activities for planning the audit.
- c. Describe the communication process used by your firm to discuss issues with the Board and Finance Committee.
- d. Detail your firm's approach, processes and costs to transition the audit preparation service in the first year.

**IV. Disclosure**

- a. Provide a statement to certify that all the information provided herein, to the best of your knowledge, is accurate and complete, and that you understand that any misleading or false information may result in disqualification of the firm at the sole discretion of the LAA.
- b. Disclose any existing or contemplated relationship with any other entity that would constitute an actual or potential conflict of interest in connection with the rendering of services detailed in this response. If a conflict does or might exist, please describe how your firm would resolve the conflict.

**V. Fee Proposal**

Please provide your fee proposal for the LAA’s CY 2017 audit, with any increases for audit services in future years. Please provide an estimate for any out-of-pocket expenses expected to be incurred and billed, if any.

**VI. Additional Information**

The LAA reserves the right to request oral on-site interviews with one or more of the respondents.

**VII. Evaluation and Selection Process**

- a. The Finance Committee and the Board of Directors of the Arena will review the proposals. Each proposal will be reviewed for compliance with all necessary requirements of this Request for Proposal. Failure to comply with any requirements may disqualify a proposal. Minor irregularities in proposals that are immaterial or inconsequential in nature may be waived wherever it is determined to be in the Authority’s best interest. The Authority will make recommendations for the award of the contract for audit services to the responder whose proposal are determined to be the most advantageous to the Authority, considering the criteria identified herein.
- b. The evaluation of proposals will be made from the criteria listed below, in order of importance.

Evaluation Criteria	Weight
Firm Qualifications	25%
Service Team	25%
Audit Approach	25%
Disclosure	10%
Fee Proposal	15%
Total	100%

- c. Interviews and negotiations may be held to promote further understanding of proposal requirements, and to facilitate arrival at a contract. The LAA reserves the right to accept the best proposal, as submitted, without further conversations or negotiations, and may do so. The LAA will rank each finalist. The LAA and the first ranked finalist shall then negotiate in good faith the terms and conditions of a contract. If such negotiations are unsuccessful, the LAA shall then negotiate with the second ranked finalist. This process will continue until the LAA has reached a satisfactory agreement. All proposals will be treated as closed records until a contract award is made or until all submittals are rejected.
- d. The LAA reserves the right to amend, modify or withdraw this request; to waive or revise any requirements of this request; to require supplemental statements or information from any responding party; to reject any response submitted; to

accept or reject any or all responses received with respect to this request; to extend the deadline for submission of responses; to negotiate or hold discussions with any responding party and to cancel, in whole or in part, this request if the Authority deems it to be in its best interests to do so. The Authority may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of responses or otherwise. Responses with respect to this request will be prepared at the sole cost and expense of the responding party. The issuance of this request and the submission of a response and/or the acceptance of such response by the Authority does not obligate the Authority in any manner whatsoever. Legal obligations will only arise upon execution of a formal agreement by the Authority and the selected provider.