

**LAFOURCHE PARISH COUNCIL  
ANNUAL PARISH AUDIT  
REQUEST FOR PROPOSALS**

The Lafourche Parish Council invites you to submit your proposal to provide for, in accordance with RS 24:513 and the Lafourche Parish Home Rule Charter, an annual financial and compliance audit of the financial statements of the parish, to include all funds and account groups representing the financial transaction of the Parish and all departments and offices for the year 2018.

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below:

- a. Title Page - show the proposal subject, name of proposer's firm, address, telephone number, name of contact person and the date.
- b. Letter of Transmittal - proposer may use this section to present any information that is considered essential to their proposal.
- c. Independence of the Proposer - Describe any business, investment or family relationships with the Parish, Parish Officials, appointed employees or agency heads.
- d. Profile of the Proposer - List of major clients and longevity of practice.
- e. Qualifications of the Proposer - Provide a copy of the opinion letter from your firm's most recent peer review or external quality control review, provide average staff experience in years, describe prior governmental audit experience, and provide an overview of the firm's experience in auditing computerized accounting systems.
- f. Proposer's Service - Describe the firm's desire and ability to conduct the audit with a minimum disruption, ability to complete the audit on a timely basis, the ability to provide the parish with specific recommendations to improve operations, systems and procedures, number of proposer's staff members needing office space at parish office, and approximate start and completion date of audit.
- g. Compensation - Provide the firm's all inclusive maximum fee, and also include the hourly rates your firm would charge for special services work for each staff employee classification. The audit firm shall not be reimbursed for any travel, per diem, photocopies, telephone bills or other related expenses. The Proposer shall receive payment for services rendered within thirty (30) days of the receipt and approval of invoices by the Council Chairman and Finance Director.
- h. Term - Proposal should be for a one (1) year contract with the option to extend for additional years upon approval by the Council.
- I. Engagement FAX Approval Form - Form can be found at [www.llla.state.la.us](http://www.llla.state.la.us), CPA Services.
- j. FTA or Federally Required or Recommended Provisions for Consulting and Service Contracts - Provide signed certifications.

The Proposer shall be:

- a. Licensed in Louisiana;
- b. Certified public accountants or a firm duly licensed or permitted to conduct audits of local governments in the State of Louisiana by the State Board of Certified Public Accountants or its successor;
- c. Designated by a resolution of the voting members of the Council and approved by the Legislative Auditor, and shall be independent of the Parish and all Parish officials as provided by the Government Auditing Standards;
- d. Submit the final audit document to the Council in accordance with the provisions of state law at a regularly scheduled meeting, or a special meeting. The Proposer shall provide to the parish at least fifteen (15) copies of the final audit;

The Council Clerk must receive all proposals by 10:00 a.m. on November 12, 2018, mailed to the Lafourche Parish Council, P. O. Drawer 5548, Thibodaux, LA 70302, or hand-delivered to 402 Green Street, First Floor Complex Building in Thibodaux. The outer envelope of the proposal should be marked **“PROPOSAL FOR LAFOURCHE PARISH COUNCIL ANNUAL AUDIT - DUE BY 10:00 A.M. ON NOVEMBER 12, 2018”**.

A copy of all proposals will be submitted to the Lafourche Parish Council for review. Upon approval of a firm by the Council, the selected Proposer’s Engagement FAX Approval Form will be faxed by the Council Clerk to the Legislative Auditor for final approval.

LUCI SPOSITO, CHAIRWOMAN  
LAFOURCHE PARISH COUNCIL

CARLEEN B. BABIN, COUNCIL CLERK  
LAFOURCHE PARISH COUNCIL