



**Public Sector**



Submitted by FORVIS, LLP

# SEALED DOLLAR COST BID PROPOSAL FOR **City of Norman**

REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

RFP #2223-64

**Contact**

Partner S. Joel Haaser, CPA

Two Leadership Square South Tower, 211 North Robinson Avenue, Suite 600

Oklahoma City, OK 73102

Phone: 918.584.2900

May 19, 2023

## D. Sealed Dollar Cost Bid

---

### 1. Total All-Inclusive Maximum Price

The sealed dollar 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 all out-of-pocket expenses. Additionally, the auditor's fee should include approximately 10-20 hours of additional time to address technical questions/issues that may arise during the year.

The City of Norman will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal. The first page of the sealed dollar cost bid should include the following information:

**a. Name of Firm**

FORVIS, LLP

**b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Norman.**

As a partner of the firm, Joel Haaser is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Norman.

**c. A Total All-Inclusive Maximum Price for the 2023 engagement.**

### Proposed All-Inclusive Maximum Fees

Our goal is to be candid, timely, answer your questions about fees upfront, and avoid fee surprises. We determine our fees by evaluating a number of variables: the complexity of the work, the project's scope, the time we will spend, and the level of professional staff needed. Included in our quoted fees are travel costs, direct and indirect costs, and an administrative fee of 5%. This fee covers items such as copies; postage and other delivery charges; supplies; technology-related costs, such as computer processing, software licensing, research, and library databases; and similar expense items.

Our fees may increase if our duties or responsibilities change because of new rules, regulations, and accounting or auditing standards. We will consult with you should this happen.

## 2. Rates by Partner, Specialist, Supervisory & Staff Level Times Hours Anticipated for Each

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix D), that supports the total all-inclusive maximum price. The cost of special services described in Section I E of this request for proposal should be disclosed as separate components of the total all-inclusive maximum price.

### APPENDIX D

Page 1

#### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

#### FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	80	\$550	\$360	\$28,800
Managers	0	0	0	0
Supervisory staff	160	\$290	\$210	\$33,600
Staff	400	\$210	\$170	\$68,000
Technical assistance during year	20	\$550	\$360	\$7,100
Other (specify)	0	0	0	0
Subtotal	660			\$137,500
Total for services described in Section IIE of the RFP (detail on subsequent pages)				\$12,500
Out of pocket expenses				0
Meals and lodging				0
Transportation				0
Other (specify):				\$7,500
Total all-inclusive maximum price for 2023 audit				\$157,500

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or a gross deduction from the total all-inclusive maximum price.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS.  
COMBINING SCHEDULE - ALL SERVICES  
DESCRIBED IN REP SECTION II E

<u>Nature of service to be provided</u>	<u>Total Price</u>	<u>Schedule</u>
Compilation Report for State Auditor & Inspector Form SA&I 2643	\$4,500	
Compliance Report for the City's Transit System	\$8,000	
Comfort Letters (As Needed and Per Letter)	\$7,500	
Total Not included on Page 1		

### 3. Out-of-Pocket Expenses Included in the Total All-inclusive Maximum Price & Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the City of Norman for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost bid in the format provided in the attachment (Appendix D). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

The response to this question is included on page two per the RFP requirements.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing City of Norman rates for its employees.

FORVIS will accept reimbursement for travel, lodging, and subsistence at the prevailing City of Norman rates for its employees.

### 4. Rates for Additional Professional Services

If it should become necessary for the City of Norman to request the auditor to render any additional services to either supplement the services requested in this RFP 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 an addendum to the contract between the City of Norman and the firm. Any such additional work agreed to between the City of Norman and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

FORVIS will perform additional work at the rates provided within this proposal and only if set forth in an additional contract.

### 5. 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 dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

We will bill the City of Norman for our professional fees and costs as outlined in our contract. Unless otherwise provided in our contract, payment is due upon receipt of our billing statement. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%. We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees.

Our acceptance of this engagement is subject to completion of our internal client acceptance procedures. Until acceptance, the actual terms of our engagement will be documented in a separate letter, to be signed by you and our. The information provided in this proposal is intended for informational purposes only and may not be relied upon without modification in any way without FORVIS's prior written approval. All information in this proposal was as of February 11, 2022, including projected statistics for FORVIS. All fees are inclusive of all taxes.



# FORV/S