# Notice is hereby given that the City of Moss Point, Mississippi is requesting proposals at Moss Point City Hall, 4320 McInnis Avenue, Moss Point, MS 39563 until 10:00 a.m. Wednesday, December 19, 2018 for the purpose of this request for proposal is to contract for Forensic Accounting Services for the City of Moss Point.

# SELECTION CRITERIA

The selection criteria to be used by the Review Committee in making its recommendations to the Mayor and Board of Aldermen as to which proposal is most advantageous to the City, price and other factors considered, shall include:

1. The name and qualifications of the individual(s) who will perform the services;
2. Experience and reputation in the particular field of endeavor;
3. Ability to perform the required services in a timely manner
4. Other factors, if determined to be in the best interests of the City.

If, after receipt of any proposals as described above and prior to any recommendation to the Mayor and Board of Aldermen, the Review Committee determines to revise the required services or to seek more favorable terms, all vendors who have submitted proposals shall be given an equal opportunity to resubmit or modify their proposal.

Applicants will be eliminated from competition if they do not meet applicable Federal, State or County legal requirements. All contracts pursuant to the fair and open process will be awarded by a majority vote of the Mayor and Board of Aldermen at a public meeting.

General Information

The purpose of this request for proposal is to contract for Forensic Accounting Services for the City of Moss Point.

Period of Engagement

It is the intent of the City to enter into a contract to provide the forensic accounting services for one (1) year beginning January 3, 2019 with a possible extension of one

1. Plan year.

Nature of Services Required

The Provider shall review all city departments and shall assess and identify any abnormal financial activity past or present for a period of six (6) year (s). A written report including all discovered abnormal financial activity, its quantification, cause and consequence shall be provided at the end of the audit as well as an exit interview with the Mayor and Board of Aldermen and management.

Proposal Specifications and Requirements

Letter of Transmittal signed by a member of the firm having the authority to enter into contracts on behalf of the organization. Letter is to acknowledge receipt of each addendum, if any were issued. If unsure as to the status of addenda, contact the City Clerk to verify. Give a brief description of your firm and its organization, along with your proposal to supply the requested services. Included in your proposal should be:

A brief company history

* 1. Evidence of CPA status in the State of Mississippi
  2. Recent forensic audit experience, if any , with public sector clients
  3. Definition of the firm’s knowledge of Federal Regulation, State of Mississippi

and local laws as they pertain to this project.

* 1. Identify key persons, their titles, their professional training and knowledge of subject matter who will be assigned to the project.
  2. Fee Schedule
  3. Employer Risk coverage Request for Information

Any requests for clarification or additional information regarding the consulting specifications are to be submitted in writing to:

Tricia Thigpen City Clerk

4320 McInnis Avenue Moss Point, MS 39563

[tricia.thigpen@cityofmosspoint.org](mailto:tricia.thigpen@cityofmosspoint.org)

Fax: 228-475-4316

Questions must be received no later than 10:00 a.m. Wednesday, December 19, 2018 in order to be considered.

Proposal Submission Deadline

An original and three (3) copies of your proposal in a sealed package clearly marked “**Forensic Accounting Services for the City of Moss Point”** must be received no later than 10:00 a.m. Wednesday, December 19, 2018. Proposals will be opened 1:00 p.m. Wednesday, December 19, 2018 at Moss Point City Hall Boardroom located at 4320 McInnis Avenue, Moss Point, MS 39563

Tricia Thigpen City Clerk

4320 McInnis Avenue

Moss Point, MS 39563

[tricia.thigpen@cityofmosspoint.org](mailto:tricia.thigpen@cityofmosspoint.org) Fax: 228-475-4316

Whether the proposal is delivered by hand or mail or commercial express service, the Respondent shall be responsible for actual delivery of the proposal to the City of Moss Point. Proposals received after the dead line will not be considered. All proposals become the property of City of Moss Point.

Duration of Proposals

Proposals will remain in effect for a period of ninety (90) days from the deadline for submission of the proposal.