

**ADVERTISEMENT
CERTIFIED PUBLIC ACCOUNTANTS
STATEMENT OF Q AND E**

The City of Meridian, Mississippi requests interested Certified Public Accounting firms to submit Statements of Qualifications and Experience to perform an audit of the City's books and records for the fiscal year ending September 30, 2018 with an option to renew the contract for three (3) additional years.

The City's books and records are comprised of approximately seventy (70) funds; accounting for nearly one hundred (100) million dollars annually. The City of Meridian has a population of approximately 40,000 and currently employs over 500 people. The City and its employees contribute to the Public Employees Retirement System of Mississippi (PERS). The City also participates in the Mississippi Municipal Retirement Systems (MMRS) Meridian General Plan and the Meridian Fire and Police Plan which have been closed to new participants since July 1976.

The Statement of Qualifications and Experience shall list the state(s) where your firm is licensed to practice, membership in professional organizations, and any Federal, State, or Local governments which you have audited in the past five (5) years. In addition, include those governments where you prepared a comprehensive annual financial report and whether or not your client received the Certificate of Achievement for Excellence in Financial Reporting.

Working knowledge of the following is required:

- A. AICPA Audit Guides.
- B. Governmental Accounting, Auditing and Financial Reporting (GAAFR).
- C. Codification of Governmental Accounting and Financial Reporting Standards and subsequent statements issued by GASB. Your experience with GASB Statements 34 and 68, is a requirement.
- D. Preparation of a Comprehensive Annual Financial Report (CAFR).
- E. Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Interested firms shall submit **six (6) copies** of their Statement of Qualifications and Experience. The City of Meridian will accept submissions until 4:00 PM, Friday, July 6, 2018 at City Hall, Purchasing, 601 23rd Avenue, Meridian MS 39301. Submittals shall be sealed in a package and clearly marked on the outside of the package:

"CERTIFIED PUBLIC ACCOUNTANT Q&E – JULY 6, 2018 - 4:00 PM"

For all procedural and technical questions or if the attached specifications are incomplete, not clear, or not standardized, please contact the following at:

Procedural Questions

Eugene Perry
Purchasing Agent
Ph 601-485-1938
Fax 601-485-1979
eugeneperry@meridianms.org

Technical Questions

Brandye Latimer, CPA
City Clerk
Ph 601-485-5052
Fax 601-485-1979
brandyelatimer@meridianms.org

Trisha Rivers
City Auditor
Ph 601-485-1980
Fax 601-485-1979
trisharivers@meridianms.org

The City of Meridian reserves the right to reject any and/or all Statements, waive technicalities, informalities or irregularities in the Q&E's received, solicit new Q&E's or to choose that Q&E which is deemed to be in the best interest of the City of Meridian.

**THE CITY'S SELECTION COMMITTEE WILL USE FACTORS SIMILAR TO
THOSE LISTED BELOW TO EVALUATE EACH SUBMITTAL.**

MAX POINTS		SCORE
5	a. Overall size and capabilities in related disciplines	_____
10	b. Direct, successful experience in this field	_____
5	c. Direct management structure available for this work	_____
7.5	d. Direct technical ability that will be applied to this work	_____
7.5	e. On-Site management, technical, support capability	_____
15	f. Firm has experience preparing CAFRs	_____
15	g. Firm prepares CAFRs for Clients who receive awards	_____

REFERENCES

5	(1) Work satisfaction	_____
5	(2) Adhering to work schedule	_____
5	(3) Handling of problems	_____
5	(4) Liaison with customer	_____
5	(5) Adhering to cost estimate	_____
5	(6) Quality of end product	_____
5	(7) Supervision	_____

MAX 100	TOTAL _____
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Comments: _____

FIRM EVALUATED _____

EVALUATOR _____