



Water Is Life

Request for Proposals For Audit Services

Diamondhead Water and Sewer
District, Diamondhead, MS 39525
Date: August 23, 2018

NOTICE OF REQUEST FOR PROPOSALS
FOR AUDIT SERVICES

Audit proposals will be accepted by the Diamondhead Water & Sewer District located at 4425 Park Ten Drive, Diamondhead, Mississippi 39525, until the hour of 4:00 p.m. on Thursday, August 23, 2018 from Certified Public Accounting firms interested in providing Auditing services for the Diamondhead Water and Sewer District for Fiscal Year ending 9/30/2018. Firms with governmental audit experience are strongly desired.

All prospective Respondents may obtain a Specification Package containing proposal requirements at www.dwsd.us or by contacting Toni Wilson at (228) 255-5813 ext.224 or twilson@dwsd.us, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Packages will contain a detailed scope of work. All questions should be directed to Toni Wilson, Diamondhead Water & Sewer District Comptroller, by email at twilson@dwsd.us.

All proposals must be on file with the District, 4425 Park Ten Drive, Diamondhead, MS 39525, in the form specified in the Specification Package prior to the deadline as stated above. All proposals must be clearly marked on the outside of the envelope as indicated "RESPONSE TO REQUEST FOR PROPOSALS FOR AUDITING SERVICES."

THE DISTRICT EXPRESSLY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PART OF ANY OR ALL PROPOSALS.

Proposals may be held by the District for a period not to exceed sixty (60) days from the date of submittal for the purpose of review and evaluation of Respondents prior to the selection of any firm(s) and award of contract for services contemplated.

By Order of the Board of Commissioners of the Diamondhead Water & Sewer District adopted on the 12th day of July, 2018

DIAMONDHEAD WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS

Publish: July 18, 2018
July 21, 2018

Background of Diamondhead Water & Sewer District

The Diamondhead Water and Sewer District (“the District”) was established in 1989 under the laws of the State of Mississippi. It is administered by a board of five commissioners each appointed to staggered five-year terms. The District provides water and sewer service to both residential and commercial customers within the City of Diamondhead. The District is autonomous and fiscally independent of Hancock County and the City of Diamondhead.

Services to be performed

Your proposal is expected to cover the following services:

1. Annual examination beginning with the first month ending upon contract issuance, of internally prepared financial statements for reasonableness.
2. Preparation of complete Financial Audit Report at year-end.
3. Audit of Tax filings to include, but not limited to, Payroll, Sales Tax, Federal and State Returns.
4. Audit the current overall internal control structure and provide recommendations for eliminating any deficiencies noted.
5. Audit bank statements, monthly reconciliations, fixed assets/depreciation, Accounts Payable, and Accounts Receivable.
6. Recommendation & details of any adjusting journal entries with full explanation.
7. Availability to attend special meetings of the Board of Commissioners when requested.
8. Audit / review of FEMA/MEMA reports and perform single audit.

Key Personnel

For control purposes, all requests for access to District personnel, site visits, prior financial statements (including tax returns) and or additional information shall be coordinated thru the District's Comptroller who can be reached at:

Toni F. Wilson, Comptroller (228)255-5813 ext.224 or at twilson@dwsd.us

Expected Approach to this Service

1. Identify the key personnel who will be assigned to the District if your firms' proposal is accepted (include biographical material).
2. Set forth your fee proposal for the requested services as a proposed fee, not an hourly rate. Ensure that the proposed fee is sufficient to cover the work that you expect to perform if you are selected for these services.

Evaluation of Proposals

The Board of Commissioner's of the Diamondhead Water & Sewer District will evaluate proposals on a qualitative & cost basis. All proposals must be on file with the District, 4425 Park Ten Drive, Diamondhead, MS 39525, prior to the deadline as stated above. Proposals submitted pursuant to this request shall be brief and to the point. An original and six (6) hard copies as well as one (1) digitally converted copy of the respondent's proposal are to be furnished in an envelope. All proposals must be clearly marked on the outside of the envelope as indicated "RESPONSE TO REQUEST FOR PROPOSALS FOR AUDIT SERVICES".

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