

REQUEST FOR QUALIFICATIONS FOR AUDIT SERVICES
THE MISSOULA COUNTY AIRPORT AUTHORITY

The Missoula County Airport Authority (the “Authority”) is soliciting statements of interest and qualifications for financial audit services to be provided to the Authority for the fiscal periods ending June 30, 2017, 2018 and 2019. The Authority reserves the right to extend the contract for two one year extensions.

Proposals must be made in electronic form via email to tnorcross@flymissoula.com and must be received no later than 1:00 PM MDT on May 5, 2017. Any proposal received after the exact time specified for receipt will not be considered.

To be eligible for contract consideration, the bidder must meet the following minimum requirements.

- A. Be of recognized ability and standing in Montana and be licensed to practice as a Certified Public Accountant in this state.
- B. Adhere to the American Institute of Certified Public Accountants professional standards of audit practices and conduct.
- C. Have audited other similar governmental agencies within the last two years.
- D. Be familiar with generally accepted auditing standards as provided in *Government Auditing Standards* issued by the Comptroller General of the United States.
- E. Be familiar with the requirements of the *Single Audit Act Amendments of 1996* and *OMB Circular No. A-133*, as well as other applicable regulations, professional guidance, and pertinent pronouncements from the Office of Management and Budget or other appropriate sources.
- F. Be able to perform bond arbitrage calculations.
- G. Be able to complete and deliver the Independent Auditor’s Report on the Authority’s Annual Financial Report, and other deliverables, no later than 120 days after the end of each audit period.

The Authority reserves the right to reject any and all proposals received.

This contract is non-exclusive and the Authority reserves the right to contract for accounting services outside the scope of this RFQ or in the event the successful bidder does not perform satisfactorily.

Deliverables

- A. An audit schedule identifying the timing of key activities such as planning, field work, completed audit report draft, etc. This schedule should be presented to the Authority no later than 6 weeks prior to fiscal year end for scheduling purposes.
- B. Independent Auditor’s Report on the Authority’s Annual Financial Reports for the fiscal years ending June 30, 2017, 2018 and 2019 in compliance with standards contained in the *Government Auditing Standards*.
- C. Independent Auditor’s Report on the Authority’s internal controls over financial reporting and on compliance based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
- D. Independent Auditor’s Report on certain limited procedures applied to Required Supplementary Information provided by the Authority.
- E. Independent Auditor’s Report on requirements for each major program and on internal control over compliance required by the Uniform Guidance.
- F. Independent Auditor’s Report on compliance for the Passenger Facility Charge program and internal control over compliance applicable to the Passenger Facility Charge program

INFORMATION FOR RESPONDENTS

The Missoula County Airport Authority (the “Authority”) operates the Missoula International Airport (the “Airport”) in Missoula, Montana. The Authority is governed by a seven (7) member Board of Commissioners appointed by Missoula County (the “County”). The operations and debt issuance authority of the Authority are governed by the provisions of Montana Code Annotated, Title 67, Chapter 11, Parts 1-3, as amended.

The Airport provides charter and general aviation services and is also served by the following commercial airlines: Alaska Airlines/Horizon, Allegiant Air, Delta Airlines, Frontier Airlines and United Airlines. Total commercial passengers of the Airport were 722,238 in the Authority fiscal year ended June 30, 2016 and 688,481 in fiscal year 2015.

The operating budget, including debt service, for the year ending June 30, 2017 is \$6,024,961. The Authority receives funding for capital projects from the Airports Improvements Program and a Passenger Facility Program, as well as state grants, local tax increment financing and capital contributions.

DISADVANTAGED BUSINESS ENTERPRISES

The Authority has established an Airport Disadvantaged Business Enterprise (“ACDBE”) program in accordance with regulations of the U.S. Department of Transportation (“DOT”), 49 CFR Part 26. It is the policy of the Authority to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in airport opportunities. It is also our policy:

1. To ensure non-discrimination in the award and administration of opportunities;
2. To create a level playing field on which DBEs can compete fairly for opportunities at the airport;
3. To ensure that only firms that fully meet Part 26’s eligibility standards are permitted to participate as DBEs at our airport;
4. To help remove barriers to the participation of DBEs in opportunities at our airport; and
5. To provide appropriate flexibility to our airport in establishing and providing opportunities for DBEs.

The Authority will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex or national origin.

The successful Respondent shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract entered into as a result of this RFQ.

If the Respondent is a certified Disadvantaged Business Enterprise (“DBE”), please provide evidence of certification with your submission. For information about DBE certification, please contact the Montana Department of Transportation or review the information at: www.mdt.mt.gov/business/contracting/civil/dbe.shtml.

INSTRUCTIONS TO RESPONDENTS

Respondents should read, review and understand this RFQ, along with all attachments and any addenda issued. Each Proposal should contain a response to the Questions for Respondents below, and a completed Exhibit A.

Proposals **must** be made in electronic form via email to norcross@flymissoula.com and must be received no later than 1:00 PM MST on May 5, 2017. Any proposal received after the exact time specified for receipt will not be considered.

FORMAT FOR SUBMISSIONS

Responses to the requests in the following sections should be in the order listed. Answers should be complete with all requested information included. Each Respondent should provide as much information as it feels is necessary to properly convey its terms, and when applicable, provide any relevant information. Please limit submissions to 15 pages, of font size no smaller than 11 point, including Exhibit A and any other necessary exhibits.

General Questions for Respondents

1. Describe your organization, and ownership of your firm.
2. Describe your firm's experience with airport audits.
3. Identify and provide resumes for the key persons or personnel who will complete the day to day activities associated with the Authority's business. List the experience these individuals have had with airport audits or audits for local units of government in Montana.
4. Provide a summary of results of recent peer reviews of your firm's system of quality control for accounting and auditing services.
5. Provide a summary of any inquiries or investigations by a state or regulatory agency or litigation within the past five years (including any currently unresolved) involving the firm, or any employees' activities related to municipal debt.
6. Describe the services that that the firm intends to provide.
7. Provide relevant references with contact information.
8. Provide any other information that you believe may be relevant to your submission.

In a separate sealed envelope, please provide the fee schedule for the initial three year period for audit work. Also provide hourly rates for accounting services that the Authority may require outside of the audit process (Ie: payroll consultation, info for debt finance, general questions)

EVALUATION OF SUBMISSIONS

This RFQ will be awarded to the responsible respondent whose qualifications, in the Authority's sole judgment, are deemed most advantageous to the Authority. The Authority shall appoint a selection committee to evaluate submissions and shall ensure that the members of the selection committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners must approve the final selection.

Each submission received will be evaluated based on the information required as set forth above, pursuant to the following selection criteria and rating system.

Selection Criteria and Numerical Rating

Selection Criteria	Rating Points
Overall Proposal Quality and Completeness of Information provided	20

The firm's, and proposed staff, experience providing audit services to municipal airports, other municipalities in the State of Montana, or other related municipalities.	50
Reference responses	20
Respondent's past history, if any, with MCAA	10
TOTAL POINTS	100

MISCELLANEOUS PROVISIONS

The Authority shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal.

Any Proposal submitted as provided herein shall be subject to negotiation at the option of the Authority. The Authority reserves the right to request any Respondent to clarify its submission or to supply additional information necessary to assist the Authority in its selection.

The submission of a Proposal shall be considered evidence that the Respondent has investigated all the conditions as described in the RFQ Documents and the Respondent is aware of the circumstances and conditions involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively presumed to have read and become familiar with all the RFQ Documents, which will be available from the Authority Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after submission on the ground that Respondents were not fully informed as to the conditions which exist.

No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFQ Documents shall be considered binding. Every request for clarification of the RFQ Documents shall be made in writing and delivered to Missoula County Airport Authority, 5225 Hwy 10 West, Missoula MT. 59808 or by email to tmorcross@flymissoula.com. All such requests must be received at least ten (10) days before the established time for receipt of Proposals. Any response by the Authority to a request by a Respondent for clarification will be made in the form of an addendum to the RFQ Documents and will be sent to all parties to whom the RFQ Documents have been issued not later than five (5) calendar days prior to the deadline for receiving Proposals. All Addenda so issued shall become part of the RFQ Documents. The Authority will not be responsible for any oral instructions, interpretations or explanations.

Any and all Agreements arising out of this RFQ and negotiations that follow shall not be binding or valid against the Authority, its officers, employees or agents unless executed by the Authority and the Successful Respondent in accordance with applicable laws.

In the event that the successful Respondent does not execute a contract within a time frame acceptable to the Authority, the Authority may give notice of intent to award the bid to the next most qualified Respondent or to call for new bids and may proceed to act accordingly.

Any resulting agreement will be non-exclusive and the Authority reserves the right to contract for accounting services outside of the scope of this RFQ or in the event that the successful bidder does not perform satisfactorily.

Disqualification and Rejection of Proposal: The Authority, at its sole discretion, reserves the right to accept or reject any or all responses received as a result of this request. The Authority will not be responsible for any costs or expenses incurred by the Respondent in responding to this RFQ.

Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names;
- Evidence of collusion among Respondents;
- A Respondent's default or arrearage under any previous existing agreement with the Authority;
- Existence of any unresolved claims between the Respondent and the Authority;
- The Authority reserves the right to reject any and all Proposals for any reason or for no reason.

Withdrawal of Proposal: No Proposal may be withdrawn after it has been submitted to the Authority unless the Respondent so requests by letter or email and such request is received by the Authority prior to the Authority's time set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

**EXHIBIT A
AUDIT SERVICES
REQUEST FOR QUALIFICATIONS FORM
MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA**

This form must be completed in full. Indicate "N/A" where applicable.

1. Respondent:

Name of Respondent: _____

Db a if applicable:_____

Contact Name:_____

Contact Title:_____

Address:_____

Business Phone Number:_____

Business FAX Number:_____

E-mail:_____

2. Signature of Contact Person

Please provide the signature of the Contact Person provided in the Response to the RFQ. This will bind the Bank to the terms offered herein.

The undersigned having (1) examined carefully the RFQ document (2) become familiar with all terms and conditions specified in the RFQ document and Professional Services Agreement; and (4) completed answers to all forms and responded fully to the RFQ document requests for information.

Acknowledgment of the Proposal

The undersigned represents and warrants to the Authority as follows: (a) the undersigned person(s) are authorized representatives of Respondent; (b) all information submitted by Respondent in the Proposal package is complete, accurate, and truthful. (Note: If Respondent is a joint venture, all joint venture partners must sign; if Respondent is a corporation, at least Respondent's president and secretary must sign.)

_____ Title_____

Printed Name_____