

ADAIR COUNTY

MINIMUM AUDIT BID REQUIREMENTS

Below are the minimum requirements necessary to submit an audit proposal. Please provide a description and supporting documentation for the minimum requirements. All bids that do not meet the minimum requirements will not be considered. These minimum requirements are to ensure that Adair County receives bids from experienced auditing firms with governmental and county expertise. Please sign this document and include it with your proposal.

1. The firm **must** have a minimum of five (5) years experience in performing audits of Missouri counties. Please provide a list of counties that your company has performed financial audits for and the number of years you have audited those counties.
2. The firm must currently audit a minimum of five Missouri counties. Please provide five Missouri county references that the firm has audited for the year ended December 31, 2017.
3. The firm must be a member in good standing with the AICPA Governmental Quality Control Center.
4. The firm must provide proof of professional liability insurance of \$1,000,000.
5. The firm must employ a minimum of five auditors on staff. Please provide a list of five auditors that you have on staff that could be on the engagement.

This is to certify that I have met the minimum requirements to submit a proposal for audit services to Adair County, Missouri.

Signature

Date: _____

Attachments: Certificate of Insurance in the amount of 1,000,000.00
List of Five Auditors on staff that could be on the engagement