



4445 Selma Highway, Montgomery, Alabama 36108

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## **Request for Proposal For Audit Services**

Issue Date	14 June 2024
Issued By	Montgomery Airport Authority 4445 Selma Highway Montgomery, AL 36066
Point of Contact	James E. Tait Chief Financial Officer <a href="mailto:j.tait@flymgm.com">j.tait@flymgm.com</a> (334) 425 0048 ext. 298
Mandatory Pre-Bid Meeting	24 June 2024 at 10:00 AM Rotunda Conference Room Montgomery Regional Airport Participation via Teams Call Allowed
Question Deadline	28 June 2024
Proposal Deadline	31 July 2024; no later than 12:00 pm Delivered to the Montgomery Regional Airport

Montgomery Airport Authority (Authority) seeks proposals from qualified Certified Public Accounting firms properly licensed to practice in the State of Alabama to provide audit services for the Authority's financial statements for its fiscal year ending 30 September 2024 and for each of the following two fiscal years.

The firm must possess a minimum of five years of experience in conducting audits of financial statements of governmental entities. Experience in financial statement audits of commercial airports will be preferred.

It is preferred, but not required, that the proposer has an office located in Montgomery, Alabama for the purpose of timely interaction with the Airport Authority and staff. Firms headquartered out of the local area must include separately stated expenses related to travel in their proposals.

The firm that demonstrates itself as the most qualified to provide the required services for the best overall value to the Authority will be recommended to the Board of Directors for a contract award.

### **Background of the Authority**

Montgomery Regional Airport (Dannelly Field) is a civil-military airport located seven miles southwest of Montgomery, the capital of Alabama owned and operated by the Authority which is used for general aviation and military aviation. The Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems for 2017–2021 categorized it as a non-hub primary commercial service facility. Enplanements for fiscal 2024 are expected to approximate 190,000 passengers.

### **Services to be Performed.**

Your proposal is expected to cover the services necessary to allow you to provide your independent auditor's report expressing your opinion on the financial statements of the Authority for fiscal 2024 as well as on the Required Supplementary Information consisting of the schedule of the employers contributions and the schedule of changes in net pension liability, and on the Other Information consisting of the schedule of deposits and withdrawals for the Series 2022 Airport Revenue Bond Funds, the schedule of Series 2022 Airport Revenue Bond Debt Service Charge, the schedule of expenditures of Federal Financial Assistance and the schedule of passenger facility charges collected



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and expended.

Your audit must be conducted in accordance with standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Your services must include the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as well as the compliance requirements described in the Passenger Facility Charge Audit Guide for Public Agencies issued by the Federal Aviation Administration, applicable to the passenger facility charge program.

Your report will be due no later than 31 January 2025.

Your services are also expected to include your report on your consideration of the Authority's internal control over financial reporting and on your testing of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters.

You will be expected at the completion of your audit to present your reports to the Board of Directors of the Authority or to its designated Committee.

#### **Availability of Additional Information**

Any questions about the RFP should be directed to our Point of Contact.

Other than with the written consent from the Point of Contact, all proposers after 14 June 2024 are prohibited from contacting any Authority personnel, Montgomery City/County personnel or any Board members on any matter having to do in any aspect with this RFP.

#### **Access to our Prior Auditor**

Prior audit services have been provided by Diamond, Carmichael & Gary, P.A.

We expect to grant our consent for the usual and customary professional communications between auditors pertaining to auditor transition matters.

There exist no disagreements with our prior auditor regarding matters of accounting policy or financial reporting.

#### **Your Response**

Your response to this request for proposal should include the following information:

1. Detail your firm's experience in providing audit services to organizations in our sector of a comparable size.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss your firm's independence with respect to the Authority (including the independence standards of the Governmental Auditing Standards).
4. Discuss commitments you will make to staff continuity including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm has lost in the past three years and the reasons. Also discuss in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue.
6. Identify the partner, manager and in-charge accountant who will be assigned to our audit and the location of the office from which the work will be done if you are successful in your bid, and provide biographies. Provide an affirmative statement that the firm and all assigned key personnel are properly licensed to provide public accounting services in the State of Alabama. Indicate any complaints against them that have been leveled through the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach our audit, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management and the Board.



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8. Set forth your fee proposal for the fiscal 2024 audit including guarantees given regarding increases in future years. Specify any charges for pass through expenditures or expense reimbursements. Indicate an hourly rate for each category of professional, an overall hourly rate, and a total fee,
9. Furnish billing rates for classes of professional personnel for each of the last three years,
10. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our audit for reference purposes,
11. Describe how your firm differs from other firms, and why our selection of your firm is the best decision we could make, and
12. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
13. Describe the dollar amount of coverage for professional malpractice insurance, fidelity bonds, errors and omissions coverage and any other insurance coverage that your firm provides. List the insurance carriers supplying the coverage, amounts of limit, expiration dates and any significant exclusions or limitations.

#### **Evaluation of Proposals**

The Authority will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our audit, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

The Authority reserves the right to accept or reject any or all proposals.

Please submit your response in a hardcopy signed document delivered to the Authority's office (Montgomery Regional Airport) no later than the deadline.