

RFP 2018

Request for Proposals for External Auditing Services

Criminal District Court for the Parish of Orleans is hereby soliciting Statements of Qualifications from CPA firms interested in providing audit services as follows:

Auditors for Criminal District Court to perform an annual audit of the basic financial statements in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accounts; Government Auditing Standards, promulgated by the Comptroller General of the United States; the Office of Management and Budget's Compliance Supplement for Single Audits; OMB Circular A-133, Audits of States, Local Government and Nonprofit Organizations; the provisions of Louisiana Revised Statute 24:513; and the provisions of Louisiana Governmental Audit Guide, published jointly by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor for the year ending December 31, 2018 with an option to renew for one additional year.

The following criteria, listed in order of importance, shall be used to evaluate the statements of the firms submitting for the audit:

- (1) Professional training and experience both generally and in relation to the type and magnitude of work required for the particular project;
- (2) Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower;
- (3) Past and current accomplishments for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered.
- (4) The nature, quantity and value of parish work previously performed and presently being performed by the person and/or firm submitting;
- (5) Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and/or design inadequacies in prior projects for which said person or firm was held to be at fault, as evidence by documentation provided by the administration;
- (6) An analysis of any work by the person or firm submitting which resulted in litigation between the public entity and the person or firm performing professional services, including but not limited to ongoing litigation with a public entity or involvement in litigation with a public entity in which the public entity prevailed;
- (7) The size of the firm based on the number of personal, as related to the project requirements and/or scope;
- (8) The persons or firms under consideration shall have at least one principal who has at least five (5) years experience in the field or fields of expertise required for the project; and
- (9) Proposed fee schedule.

Interested firms must submit one copy of their statement to: Robert Kazik, Judicial Administrator **on or before Monday, December 17, 2018 by 3 pm.** If any questions, call 658-9100.

Robert J. Kazik, Judicial Administrator
Orleans Parish Criminal District Court
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