



February 13, 2012

Mo-Kan Regional Council
Mo-Kan Development, Inc.
224 North 7th Street
St. Joseph, Mo. 64501

Prospective Bidder

Mo-Kan Regional Council (MKRC) and Mo-Kan Development, Inc. (MKDI) of St. Joseph, Mo. are currently soliciting bids to conduct the organization's 2012, 2013, and 2014 audits.

MKRC is organized under the Regional Planning and Community Development Act of 1966 (Chapter 251, RSMo). MKRC is partially funded through contributions of member governmental entities and agencies that contract with MKRC for specific program operations. MKRC operates under the direction of the council board which represents local elected officials and their appointees. MKRC provides many of the following services as authorized by its by-laws: provide technical assistance and advisory services to member governments in areas of planning, zoning, mapping, grant applications, and administration and operation of State and Federal programs. In fiscal year 2011, MKRC received approximately \$2.8 million dollars in federal grant revenue and as such is required to have an annual OMB A-133 audit. Fiscal year end is June 30, 2012

MKDI is a 501(c)3 non-profit organization whose primary purpose is to promote and assist the growth and development of business, including small businesses in the state of Missouri and Northeast Kansas, through the selecting of recipients for loans through the Small Business Administration (SBA). MKDI is designated by the SBA as a Community Development Company (CDC) and operates under the umbrella of the SBA and is overseen by a local board of directors. In fiscal year 2011, MKDI had an operating budget of approximately \$150,000. MKDI is also required to submit the IRS 990 Form. Fiscal year end is September 30, 2012

We are seeking an individual/firm who:

- Has experience performing OMB A-133 Audits (MKRC)
- Will audit the financial position, review federal compliance and internal controls
- Will complete the IRS 990 Form (MKDI) timely
- MKRC - be available to begin the audit process not later than October and to be completed by February
- MKDI – be available to begin the audit process not later than December and to be completed by February



If you are interested in this opportunity, please submit a description of your qualifications to audit our organizations, and your bid **by March 15, 2012**. The Budget and Finance Committees will review the bids during the March/April meetings. The primary selection criteria will be:

- Prior experience in conducting OMB A-133 audits
- Bid amount
- Conformance to requested time frame

Both organizations utilize QuickBooks for their accounting software. Additionally, we request that our auditors provide assistance in the presentation of our financial statements. Please submit separate bids for each organization and let us know if you bill your services on an hourly basis or as a total fee and your payment schedule. Bid amounts should be scheduled for the optional two additional years (2013, 2014). One individual/firm will be selected to perform both audits.

Upon request, we will forward previous audits to assist you in developing your bid. Feel free to contact me at 816-233-3144 if you have any questions.

Sincerely,

Gary Miller
Fiscal Officer MKRC/MKDI

Cc: Tom Bliss, Executive Director MKRC, Executive Vice-President MKDI
Mike Bozarth, Board Chair MKRC
Michael Johnson, Board President MKDI