



REQUEST FOR PROPOSAL

October 17, 2011

RE: Request for Proposals, Audit Services

Dear Auditor,

The Metropolitan Energy was awarded a Department of Energy grant on 12/28/09 in the amount of \$14,999,905. The DOE grant funds are federal funds from the National Energy Technical Laboratory - Federal Award Number DE EE0002538. The grant is administered by Metropolitan Energy Center Clean Cities Program.

You are invited to submit a proposal for furnishing audit services for the Metropolitan Energy Center according to the enclosed SCHEDULE OF WORK. We are requesting proposals for audit services for the year ended December 31, 2010. This audit should be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. In addition, we will require the additional audit procedures and reporting in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget Circular A-133 and compliance supplement.

Proposals must be submitted in duplicate and must include the SCHEDULE OF WORK (enclosed) and the technical proposal. The technical proposal should provide the following:

- 1) Information on the firm's background and experience auditing Non-Profit agencies and experience in auditing programs financed by a federal, state or local government with special emphasis on single audit experience.
- 2) Information on the number of employees and the number and locations of offices. Please include an organizational chart of your firm.
- 3) Resumes indicating the qualifications of the staff members to be assigned to this audit, indicating at a minimum, their position in the firm, total years with the firm, and experience. Please also include a description of the audit team makeup and the planned supervision.
- 4) A statement of your understanding of the work to be performed, including time and cost estimates to perform each step in the Audit Program.

Final selection will be made by November 7, 2011 based on these factors and your proposed fee.

Metropolitan Energy Center • 3810 Paseo • Kansas City, Missouri 64109
www.kcenergy.org
Voice: 816.531.7283 • Fax: 816.531.4846 • Toll Free: 877.620.1803

We would appreciate receiving your proposal no later than November 3, 2011. Please limit responses to 10 pages including cost proposal. Mail to:

Attn: Janie Frederick, Finance Manager
Metropolitan Energy Center
3810 Paseo
Kansas City, MO 64112

If you have any questions concerning this request for proposal or about the Metropolitan Energy Center or the DOE Contract, please contact Janie Frederick, Finance Manager at 816-531-7283. When submitting your proposal, be sure to include the name of the contact person at your firm.

This letter is not to be construed as a contract or commitment of any kind.

Sincerely,



Robert Housh

Enclosure

**Metropolitan Energy Center – Request for Proposals – Audit Services
October 17, 2011**

Schedule of Work

I General

The Department of Energy Clean Cities awarded the Metropolitan Energy Center a Grant in the amount of \$14,999,905 DOE Award Number DEEF0002538.

By submitting a proposal in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP. Any exceptions to this RFP must be clearly identified in the Executive Summary submitted with the Proposal. A proposal that takes exception to these terms may be rejected.

I.2 Incorporation of RFP and proposal

This RFP and the successful Offeror's proposal shall be incorporated into the resulting contract.

I.3 Revisions to the RFP

If it becomes necessary to revise this RFP, amendments will be provided to all prospective Offerors that were sent this RFP or otherwise are known by the Finance Manager to have obtained this RFP. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such amendment.

I.4 RFP Cancellation / Rejection

MEC reserves the right to cancel this RFP at any time prior to contract award. MEC also reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of MEC. Offerors whose proposals are not accepted will be notified in writing.

I.5 Incurred Expenses

MEC will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal or in performing any other activities relative to this solicitation.

I.6 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP.

I.7 Protests/Disputes

Any protests or disputes related respectively to this solicitation or the resulting Contract shall be submitted in writing to the MEC Office Manager within 15 days of the award. The protest will be reviewed by the Executive Director of the MEC, who shall have final decision making authority.

I.8 Minority and Women's Business Enterprises (MBE/WBE)

MBE/WBE businesses are encouraged to respond to this solicitation as prime contractors. MBE/WBE vendors must be currently registered and listed with the Human Relations Department of the City of Kansas City, Missouri, 4th Floor, City Hall, 414 East 12th Street, Kansas City, Missouri 64106.

II Scope of Audit Services

The audit is a single audit (A-133), and will cover the period from 1/1/10 to 12/31/10. In addition to the DOE Clean Cities grant funds listed above, all Metropolitan Energy Center accounts will be audited including the Plug-in Hybrid Electric Vehicle Grant DE-FC26-08Nt01914, Energize Missouri Homes Homeowner Upgrade Grant, Missouri Renewable Energy Grant and other approved projects. The Metropolitan Energy Center records and books of account are maintained at the Metropolitan Energy Center central office at 3810 Paseo in Kansas City, MO 64109

II.2 Subrecipient Auditing

The Metropolitan Energy Center is the grantee providing \$500,000 or more of the federal financial assistance received by a single subrecipient during the fiscal year. We believe we have met the requirement of the Single Audit Act by determining that this subrecipient has complied with applicable laws and regulations through monitoring by our personnel. We have not conducted an audit of this recipient under the requirements of the OMB Circular A-133. If the proposing firm believes that to complete the single audit requirement of Metropolitan Energy Center and the scope of the single audit needs to be extended to the subrecipient then this should be included as a separate proposal by your firm.

III Contract Performance by Public Accounting Firms

The firm shall audit the accounts and records in strict accordance with the standards and guidelines identified in the cover letter.

IV Fee Schedule

The parties hereto agree that in consideration for performing the services herein, the Metropolitan Energy Center shall compensate the Firm in an amount which covers **all costs and expenses**. The amount bid for the scope of work shall be considered by the Metropolitan Energy Center to cover these costs.

The Price Proposal evaluation will be based upon the prices submitted, and best and final offers, if any. Proposals will be ranked in order from lowest to highest cost to MEC.

V Payment

The accountant should, to the best of their ability submit separate invoices to Metropolitan Energy Center for those costs related to federal grants audit and those costs related to non-federal audit.

VI Time of Performance

The services of the Firm are to commence as soon as possible after November 11, 2011 in order to be completed no later than December 31, 2011.

VII Termination

The Metropolitan Energy Center reserves the right to terminate the services of the Firm by giving at least three (3) days written notice of the fact and time of such termination. In such event all finished or unfinished work prepared by the Firm shall become the property of the Metropolitan Energy Center and the Firm shall be entitled to compensation for satisfactory work under this agreement.

VIII Other

The Firm shall provide 10 copies of the audit report.