



REQUEST FOR PROPOSALS (RFP) FOR AUDITING SERVICES

2025-RFP-01

September 3, 2025

REVISED September 8, 2025 (Insurance Section)

Central County Emergency 9-1-1
22 Weis Avenue
Ellisville, Missouri 63011
(636) 207-7911

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

GENERAL TERMS:

Specifications, the conditions of submitting a proposal, and the submittal procedures may be obtained online at www.cce911.org ; or from the Central County Emergency 9-1-1 (CCE911) administrative offices at 22 Weis Avenue, Ellisville, Missouri 63011 during the period of **September 3, 2025, through October 1, 2025.**

Central County Emergency 9-1-1 reserves the right to waive informalities in proposals and to reject any/all proposals. Central County Emergency 9-1-1 further reserves the right to accept any proposal and to remove, therefore, any or all the specific requirements referred to in the request for proposal/qualification document. Central County Emergency 9-1-1 reserves the right to waive any technicalities expressed or implied herein. Responses submitted that do not comply with all the requirements of this Request for Proposals may be considered non-responsive.

For Respondents:

Required by §34.600.2 R.S.Mo. "The company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel."

INQUIRIES:

Contact Person: Kathy Craig, Central County Emergency 911 Administrative Manager
Contact Info: (636) 484-5604
Email: kcraig@cce911.org

DUE DATE FOR RESPONSE:

Sealed Proposals must arrive at the offices of Central County Emergency 9-1-1 (CCE911) no later than **October 1, 2025**, at 12:00 p.m. CST. Late submittals will not be accepted, nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of Central County Emergency 9-1-1. No facsimile or email submittals will be accepted. Proposals will be opened publicly on **October 1, 2025**, at 12:00 p.m. CST.

BACKGROUND

CCE911 is a secondary PSAP (Public Safety Answering Point) or Emergency Communications Center, providing Fire, EMS, and Rescue dispatching service to 35 Fire Protection and Ambulance Districts and over 911,000 population in St. Louis and adjacent counties. CCE911's primary location is 22 Weis Avenue, Ellisville, Missouri. CCE911 currently has 52 FTE employees. Our 2025 annual budget is approximately \$11 Million.

PURPOSE/ OBJECTIVE OF RFP

Central County Emergency 9-1-1 is seeking proposals from qualified and experienced firms to conduct an annual audit of the agency's financial statements. We request proposals for both a one-year engagement and a three-year engagement covering the fiscal years ending December 31, 2025, 2026, and 2027. Our fiscal year aligns with the calendar year, January 1 through December 31.

Details regarding the audit requirements will be provided by appointment only. Firms interested in submitting a proposal should contact Administrative Manager Kathy Craig at (636) 484-5604, Monday through Friday, between 7:30 a.m. and 3:30 p.m.

SCOPE OF WORK/SERVICES:

1. The financial audits of Central County Emergency 9-1-1 must be conducted in accordance with generally accepted auditing standards, the *Governmental Audit Guide for Audits of State and Local Governmental Units*, and the requirements set forth by the State of Missouri in Sections 70.210, 321.243, and 321.245 of the Revised Statutes of Missouri (RSMo.), which pertain to audits of fire protection districts in St. Louis, Franklin, and Jefferson Counties.
2. Central County Emergency 9-1-1 will provide basic information for the audit, as well as type all necessary confirmations, and locate and replace all necessary documents for the audit.
3. Audit to be performed in late February or early March for presentation at the June Board meeting. Draft shall be presented to CCE911 Staff for review.
4. Attend Board meeting and Financial Meetings which pertain to the audit.
5. Submit the audit to the State of Missouri and send confirmation prior to June 30th.
6. Present final email copy of audit in .pdf format, as well as 2 bound copies of audit and any management letters.
7. Send confirmation letters to agencies.
8. The firm will receive a Central County board packet and copies of board minutes.
9. Communicate with our Accountant (Quarterly/Financial Services representative).

Proposals must contain the following information:

1. **Company Overview:**
 - a. Services offered by your firm;
 - b. Size of your firm - Number of personnel on staff to perform our audit work;
 - c. Qualifications of staff to perform audit work;
 - d. List experience, to include any governmental auditing/accounting services;
2. **References:** Provide at least three references from clients who the firm has performed similar work.
3. **Scheduling Requirements.**
4. **Fees:** Provide a detailed pricing structure; also list additional costs such as hourly rates for work outside this scope.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

No Gratuities. Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of CCE911 for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with members of CCE911, which are outside of the established process should not be initiated.

FEE PROPOSALS SHALL ACCOMPANY THE RFP RESPONSE. Sealed proposals must include a minimum of 1 (one) hard copy of the proposal documentation, and fee schedules, as well as 1 (one) electronic copy of same (such as thumb/jump drive with electronic documents in pdf format).

After CCE911 reviews the qualifications and any necessary interviews, the most qualified firm(s) will be engaged to enter an agreement with CCE911. Consideration will be given to both the qualifications of the respondents as well as the associated fees for the work.

INSURANCE REQUIREMENT:

***This section has been removed form the original RFP.**

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